

ADVISORY MEMORANDUM NO. 2002-06

TO: Directors of Personnel

FROM: Director of Classification and Compensation

SUBJECT: Salary Bulletin for Two-Year Administration Traineeship Titles Designated Managerial/Confidential (06) for the 2002-03 State Fiscal Year.

- I. Salary Rates for Two-Year Trainee Titles Designated Managerial/Confidential (06).
- II. Performance Advancement Payments for New Employees in Two-Year Traineeships for Positions Designated Managerial/Confidential (06).
- III. Salary Adjustments for Current State Employees Who Move From Graded Positions to Two-Year Traineeships for Higher Graded Positions Designated Managerial/Confidential (06).
- IV. Salary Rates for Public Management Institute Interns Designated Managerial/Confidential (06).
- V. Salary Rates for Junior Trial Examiners Designated Managerial/Confidential (06).

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This memorandum replaces Advisory Memorandum No. 2001-08 dated May 2001.

These revised rates are effective April 2002 and apply to all title 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 Two-Year Trainee Titles Designated Managerial/Confidential (06).

Salary Rates for Trainee 1's are fixed at \$30,849. Upon successful completion of the first year of a Two-Year Traineeship, Trainee 1's will become Trainee 2's. Trainee 2 salary rates represent the fixed salary plus any performance advancement payments received during the first year of the Traineeship. Specific performance advancement payment amounts are discussed in Section II.

Upon successful completion of the second year of a Two-Year Traineeship, trainees will reach the Grade 18 level of their respective title and salary. The following is a list of applicable Trainee 1 titles.

- Administrative Analyst
- Administrative Assistant
- Affirmative Careers Program Specialist
- Agency Training & Development Specialist
- Budget Examiner
- Budgeting Analyst
- Classification & Pay Analyst
- Employee Benefits Representative
- Municipal Personnel Consultant
- Personnel Administrator
- Personnel Examiner
- Staffing Services Representative

There will be cases where individuals appointed to Trainee 1 titles will be entitled to salaries higher than those indicated, based on prior State service. The actual salary paid to these employees will be determined by the Office of the State Comptroller.

II. Performance Advancement Payments for New Employees in Two-Year Traineeships for Positions Designated Managerial/Confidential (06).

Performance advancement payments for new employees in Two-Year Traineeships are based on ratings during semi-annual performance evaluations. If a trainee receives a rating of Meets Expected Standards or Substantially Exceeds Standards, the trainee will receive the appropriate performance advancement payment listed in the following chart.

**Performance Advancement Payments for New Employees
Whose Salaries Do Not Exceed the Hiring Rate of Grade 18**

<u>Time of Review</u>	<u>Below Standards</u>	<u>Meets Expected Standards</u>	<u>Substantially Exceeds Standards</u>
After 6 Months	\$0	\$1,250	\$1,876
After 12 Months	\$0	\$1,876	\$2,867
After 18 Months	\$0	\$2,244	\$3,366

Performance advancements may not increase an employee's salary beyond the Hiring Rate of Grade 18. An exception to this applies to employees who, immediately prior to entering the two-year administrative trainee program, held permanent appointment in a position allocated to any salary grade in Section 130 of the Civil Service Law. In this situation, an employee may progress beyond the Hiring Rate of Grade 18 if the employee's semi-annual performance evaluation rating Meets Expected Standards or Substantially Exceeds Standards. However, under these circumstances, an employee's basic annual salary may not exceed the Job Rate of Grade 18 as a result of such payments. Performance advancement payments for employees under these circumstances are listed in the following chart.

**Performance Advancement Payments for New Employees
Whose Salaries Do Exceed the Hiring Rate of Grade 18**

<u>Time of Review</u>	<u>Below Standards</u>	<u>Meets Expected Standards</u>	<u>Substantially Exceeds Standards</u>
After 6 Months	\$0	\$836	\$836
After 12 Months	\$0	\$836	\$836
After 18 Months	\$0	\$836	\$836

III. Salary Adjustments for Current State Employees Who Move From Graded Positions to Two-Year Traineeships for Higher Graded Positions Designated Managerial/Confidential (06).

Current State employees who move from a graded position to a Trainee 1 position in a Two-Year Traineeship, receive the higher of either their current salary rate or the fixed salary rate for Trainee 1. Such employees will receive performance advancement payments according to the procedure described in Section II.

At the end of the Two-Year 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 Managerial/Confidential

Salary Schedule of the target graded position or an adjustment (Increased Upon Completion amount) of \$1,675.

The salary adjustment amount of \$1,675 for the Trainee 1 positions of Administrative Analyst, Administrative Assistant and Agency Training & Development Specialist, also apply to Two-Year administrative trainee positions assigned to the PS&T Unit.

IV. Salary Rates for Public Management Institute Interns Designated Managerial/Confidential (06).

Salaries for Public Management Institute Interns are fixed at \$37,777 and upon successful completion of one year, Interns are advanced to their target title at Grade 18.

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

Salary rates for Junior Trial Examiners Designated Managerial/Confidential (06) are available in the 2002 Attorney Traineeship Advisory Memorandum.

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