

ADVISORY MEMORANDUM NO. 2002-08

TO: Directors of Personnel

FROM: Director of Classification and Compensation

SUBJECT: Salary Bulletin for Trainee Titles in the Security Services Negotiating Unit (01) for the 2002-03 State Fiscal Year.

- I. Salary Rates for Trainee Titles in the Security Services Negotiating Unit (01).
- II. Salary Adjustments for Current State Employees Who Move From Graded Positions for Trainee Titles in the Security Services Negotiating Unit (01).

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This memorandum replaces Advisory Memorandum No. 2001-11 dated May 2001.

These revised rates are effective March 28, 2002 for Administration Payroll and April 4, 2002 for Institution Payroll, 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 Trainee Titles in the Security Services Negotiating Unit (01).**

Upon successful completion of a Traineeship, trainees will reach the target title and grade of their respective Traineeship. Following is a list of salary rates and target titles for trainees in the Security Services Negotiating Unit (01).

A. Capital Police Communications Specialist Trainee

The Hiring Rate for this Traineeship is Grade 8. The target title and grade for this position is a Capital Police Communications Specialist, Grade 10.

B. Correction Officer Trainee

The Hiring Rate for the first 26 weeks is \$28,444. The rate increases for the next 26 weeks to \$30,043. The target title and grade for this position is Correction Officer, Grade 14.

C. Environmental Conservation Officer Trainee 1

The Hiring Rate for the first 30 weeks is Grade 12. The rate increases for the next 22 weeks to Grade 13. The target title and grade for this position is Environmental Conservation Officer, Grade 15.

D. Environmental Conservation Officer Trainee 2

The Hiring Rate for this Traineeship is Grade 14. The target title and grade for this position is Environmental Conservation Officer, Grade 15.

E. Park Patrol Officer Trainee

The Hiring Rate for the first 26 weeks is Grade 13. The rate increases for the next 26 weeks to Grade 13 plus \$969. The target title and grade for this position is Park Patrol Officer, Grade 14.

F. Safety and Security Officer Trainee

The Hiring Rate for this Traineeship is Grade 9. The target title and grade for this position is Safety and Security Officer 1, Grade 12.

There may be cases where persons appointed to trainee 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. Salary Adjustments for Current State Employees Who Move From Graded Positions for Trainee Titles in the Security Services Negotiating Unit (01).**

Such employees who successfully complete their Traineeship and advance to higher graded positions are entitled, upon such advancement, to have their basic annual salary increased. Such increases will either be to the Hiring Rate on the Security Services Salary Schedule of the target graded position or an adjustment (Increased Upon Completion Amount) listed in the following chart. Such adjustments are not subject to a Not To Exceed amount.

<u>Trainee Title</u>	<u>Increase Upon Completion Amount</u>
Capital Police Communications Specialist Trainee	\$1,059
Correction Officer Trainee	\$1,793
Environmental Conservation Officer Trainee 1	\$1,382
Environmental Conservation Officer Trainee 2	\$1,382
Park Patrol Officer Trainee	\$ 969
Safety and Security Officer Trainee	\$1,106

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