

**STATE OF NEW YORK  
CIVIL SERVICE DEPARTMENT**

**CLASSIFICATION  
and  
COMPENSATION PLAN  
and  
SALARY SCHEDULES**

**CIVIL SERVICE COMMISSION**

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TABLE OF CONTENTS

INTRODUCTION

A Brief History . . . . . iii  
Classifying New Positions . . . . . vi  
Applications for change in Title on Salary. . . . . vii  
Applications for Pay Differentials. . . . . viii  
Appeals from Determinations . . . . . ix

SALARY SCHEDULE. . . . . x  
Trainee and Intern salaries . . . . . xii  
Recruitment, Geographic and Shift differentials . . . . . xviii

SCHEDULES

Explanation of codes. . . . . xxii  
Alphabetical listing of Allocated, Permanent Classes. . . . . A001  
Occupational listing of Allocated, Permanent Classes. . . . . B001  
Allocated, Permanent Classes by Salary Grade. . . . . C001  
Temporary and Seasonal Classes; certain Unclassified Service and  
other Classes not Allocated to a statutory Salary Grade. . . . . D001

## INTRODUCTION

### CLASSIFICATION AND COMPENSATION IN NEW YORK STATE

No employer can get along without a classification and pay plan no matter how simple it may be or by what name he calls it. For the efficient management of his business, he must know the different kinds of work needed for its conduct. From that basis, he must determine the number of employees needed for each type of work and the knowledges and skills required of each for proper functioning. He must also know the current market value of every class of work in his organization. The larger the business the more important it becomes to have reliable criteria for determining these essential facts. New York State government is big business and its business is more varied by far than that of any one private employer within the state. No single employer is engaged in running a large insurance business, a vast engineering and construction program, in operating hospitals, schools, and a university, in forest management and conservation, and many other enterprises of similar size and importance.

New York State, as a single employer, does all of this and much more. If a sound job classification and compensation plan is so necessary to good management in private industry (and its vital role has been amply demonstrated during the last three decades), how much more vital it is to the efficient running of state government in New York must be readily apparent. Any successful program of personnel management requires that it be firmly founded upon the principle of equal pay for equal work. The New York State Legislature, in establishing the state's job classification and compensation plan, specifically made this principle the policy of the state. Notable historical developments in the administration of the classification and compensation program, and some of the things which every employee and appointing officer should know about how it operates, are told in this report.

#### Development of the Classification and Compensation Program in New York

In New York State, as far back as 1930, a position classification study was made by a legislative committee which employed the consulting firm of Griffenhagen Associates to do the technical survey work. The plan for reorganizing a cumbersome and chaotic jumble of thousands of jobs into an orderly arrangement resulted. Standard job titles were established. A stenographer was called a stenographer, instead of by half a dozen other names; a chemist was called a chemist, and so on. Various grades of responsibility in a particular field of work were defined and clear lines of promotion emerged. A Stenographer could become a Senior Stenographer and then a Principal Stenographer. A further improvement was the breaking up of broad categories according to the specialized type of work done. An engineer was a civil engineer, a mechanical engineer or an electrical engineer, depending on what kind of engineering work was required.

This is obviously an over-simplification. It was not that easy. A careful study of each position was made so that each could be assigned to its proper class or type. It took a long time to relabel each position.

In fact, this is a task that can never be entirely finished. A job can grow or shrink, or even disappear. New kinds of jobs crop up that were never thought of a few years ago. These changes follow the growth of government itself; government must be responsible to the needs of the people, and these needs shift and change with the times. A few years ago, there was no State Rent Commission, nor any evident need for one. There was no State University, no State Lottery Commission. It is not hard to remember when there was no unemployment insurance. All such changes, whether they involve creating new jobs, changing existing ones, or dropping old ones, require classification and salary study.

Though standard job titles were established in the early thirties, adoption of a classification and salary plan was still a long way off. In 1937, the Feld-Hamilton Law created a five-man Temporary Salary Standardization Board to bring order into the tangled pay situation then existing. This was followed a year later by the Feld-Ostertag Act, creating a Classification Division headed by a three-member Classification Board in the Department of Civil Service. At that time, the task of classifying all positions in the state civil service, according to scientific standards, began to go forward in earnest. In 1945, a Salary Standardization Division was added to the Department of Civil Service and a permanent five-member Salary Standardization Board, created to head it, replaced the temporary board.

The two boards and their staffs of technicians worked steadily but separately toward their common aim, equal pay for equal work, until 1949. By that time, it had become clear to the Governor, Legislators and to operating and service agencies and as well to the employees of the state that this work could be carried on more efficiently and effectively under a single administrative officer. The 1949 Legislature made this change by abolishing the two Boards on July 1, 1949, and establishing, under a Director, the Classification and Compensation Division in the Department of Civil Service.

### The New York State Salary Plan

The 1937 Feld-Hamilton Law gave New York State its first formal pay plan. It provided various schedules of salary grades according to broad occupational categories. It provided for the appointment, by the Governor, of a Temporary Salary Standardization Board and vested the Board with authority to allocate the various classes to appropriate salary grades within the established schedules. Time and experience demonstrated certain structural weaknesses in this first plan with the result that in 1947, the Legislature replaced it with an entirely new schedule of salary grades. Under the 1947 statute, the Salary Standardization Board did not have administrative freedom and authority to allocate classes to grades in the new schedule. There was a special statute which provided for their automatic conversion from the old to the new plan.

By 1953, because of numerous inequities involving pay relationships among a large number of classes and because of structural deficiencies in the 1947 schedule, it became apparent that a complete and forthright overhaul of the state's entire compensation plan had to be made. The general salary increases which were granted between 1943 and 1953 (there were five of these) were based upon percentage formulae, no two of which were alike. They had the cumulative effect of seriously distorting the internal relationship of rates and they brought about an unreasonable compression with too little difference between

the lowest and the highest rates, provided by the plan. Rates were awkward and not rounded to full dollars; there was no system in the differences between successive minimums or maximums or in the width of ranges. Each raise had meant higher pay for positions already relatively overpaid and an insufficient amount of pay increase for those which were relatively underpaid. In numerous instances, the salaries of supervisors were unreasonably close to the salaries of those whom they supervised.

That there were widespread salary inequities and that the salary plan was generally inadequate was evident in the program of the Classification and Compensation Division where from 65 to 70% of staff time had to be devoted to hearing and determining requests from appointing officers and employees for pay and title changes. In June 1953, the Governor directed the Civil Service Department to make a comprehensive study of the salary structure and pay inequities existing among State positions. He appointed a seven-member Advisory Committee to assist the Department.

An important result of this study was the adoption in 1954 of a new 38 grade salary plan to replace the former 55 grade one. It was scientifically constructed to provide for rounded rates and 5% difference between maximums of successive grades. This established an easy method for adjustment without upsetting internal relationships since each 5% revision in the schedule could be accomplished merely by renumbering existing grades and adding a new grade at the top or bottom of the schedule, depending on whether the revision was a decrease or an increase. It followed a systematic plan for decreasing the width of salary ranges from minimum to maximum and for increasing increments with each higher grade. It provided an entirely new feature in an additional increment beyond the normal maximum of each grade for each employee who rendered continuous and satisfactory service for five years after having attained his normal maximum.

The enabling legislation, Chapter 307 of the Laws of 1954, provided that the conversion to this new salary schedule would be accomplished through the individual allocation by the Director of Classification and Compensation, with the approval of the Director of the Budget, of each title in the state classification plan. Two important factors were considered in this process -- (1) comparison with salaries outside the State service and (2) consistent and equitable relationships within the state's compensation plan. Pay rates in private industry do not present an orderly picture. They often vary substantially. There are no counterparts for many types of state positions. Often, outside pay rates are meaningful and useful only as clues to rather than conclusive measures of what the state should pay.

In 1958 and 1959, it had become apparent that the state was experiencing difficulty in the recruitment and retention of competent personnel in classes allocated to grades in the middle and upper sectors of the pay scale. Special emphasis was given to this problem in our annual salary study made in the fall of 1960. In addition, the Governor employed a private consulting firm to conduct a study to determine the relationship of state pay rates and those of private industry. The findings of these studies, which were in very close agreement, revealed that for classes in the lower grades state salaries were in fairly good adjustment with those paid by private industry, but that considerable adjustment of rates for middle and upper level classes was needed in order to materially improve the state's competitive position with private industry. Legislation to this effect was enacted and approved by the Governor, effective May 1, 1961. Under this legislation, salaries were increased by percentage amounts ranging from 5% at Grade 1 to 17% at Grade 37. In addition, a second longevity increment was provided, payable after 10 years of continuous and satisfactory service at the normal grade maximum.

In 1962 salaries were increased by a flat 5%, resulting in some compression of the salary schedule. However, this was relieved by the general increase of 1964 which provided salary adjustments ranging from 3% at Grade 1 to 8% at Grade 37. Salaries were again adjusted in 1966 by an 8% across the board increase. No change was made in 1967 but legislation was enacted which provided for geographic area and shift differential payments in certain situations.

In 1967-1968, collective negotiations with a large employee organization, were conducted under the provisions of the Public Employees' Fair Employment Act, known as the Taylor Law, which became effective on September 1, 1967. These negotiations resulted in a 10% salary increase, with a minimum increase of \$600 and a maximum of \$2500, effective April 1, 1968. Negotiations in 1968-1969, with two large employee groups, produced various changes. A 5%, \$600 minimum general salary increase was agreed on; employees working in the nine-county New York Metropolitan area were guaranteed an annual salary of \$5200, and those in all other areas of the State, an annual salary of \$4900; \$200 locational compensation, over and above basic salary (but considered in arriving at the \$5200 minimum salary) for employees working in the New York Metropolitan area; and inconvenience pay at the annual rate of \$300 for work on an evening or night shift.

Negotiations in 1969-1970, with two certified employee organizations, resulted in an April 1, 1970 general salary increase of \$750 or 7½%, whichever was greater, with \$250 deferred until October 1, 1970. For the second year of the two year contract, an increase of 6% with a minimum of \$525, was agreed on for April 1, 1971. Other changes were also negotiated. For example, the \$200 location compensation was extended to Monroe County; for employees in State service on March 31, 1970, the Minimum Annual Salary became \$5400 on April 1, 1970 and \$5650 on October 1, 1970, except in the nine-county New York area where the amounts were \$5700 and \$5950, respectively; effective April 1, 1971, no employee in service on March 31, 1971, received less than \$6000 per year providing he had 26 biweekly pay periods of State service prior to April 1, 1972.

Salary negotiations during early 1972 resulted in an across-the-board pay increase of 4% effective April 1, 1972. In addition, employees responsible for the custody of inmates or residents and the security of State facilities receive an additional \$4. per week for pre-shift briefings. Subject to further agreements other office, maintenance and institutional employees may receive a productivity increase of 1½% of their annual salary payable the first pay period of the 1973-74 fiscal year.

### Classifying New Positions

When a new position is sought by an agency or department, a description of the job must be sent to the Classification and Compensation Division. This is so whether the position is to be permanent, temporary, or seasonal, and even though the appointing officer may wish to have it placed in the non-competitive, exempt, or labor class by the Civil Service Commission. The Commission requires that the position be classified before it will determine the manner in which appointment to it shall be made.

The description of a new job is filed with the Director of Classification and Compensation on Form CC-1. Additional copies may be kept for its own records by the department requesting the job. If a new title is asked, information about the minimum qualifications which should be required of candidates for the proposed position and the reasons for requesting the new title at the salary suggested should be given. The Director of Classification and Compensation classifies the requested new position under an existing title, if such reasonably describes the work. Otherwise, a new title must be created and allocated to an appropriate salary grade. The Director of the Budget must approve this action with particular reference to the salary grade recommended and the need of the job by the department before it is officially established and can be filled.

For a specific group of titles a simplified system has been developed which differs from that described. In such cases the appointing officer, by means of Form CC-1A, certifies that the duties to be performed by the new position are in accordance with those described on the standard specification for the title which he is requesting be approved. Classification by this Division then follows without the submission of a description of the position.

#### Applications for Changes in Title or Salary

A request for change in title or salary, or both, may be made by an individual employee, by groups of employees, or by an appointing officer at any time. Form CC-2 or CC-2E is used for this purpose. The reasons for requesting the change must be given and substantiated. Requests originating with an employee or a group of employees should be filed on Form CC-2E directly with the Classification and Compensation Division.

It is sometimes not clearly understood that the subject of study is the job itself, and not the employee or his qualifications or performance. The only basis for its reclassification would be a change in the required duties and responsibilities of the job. All positions bearing the same title, of course, carry the same salary grade. The obvious reason for changing the salary for a class of positions is that the existing grade is inappropriate for the kind of work and responsibilities involved and that it differs from the compensation fixed for comparable kinds of work. The personal qualifications, degree of efficiency or length of service of an employee have nothing to do with the classification or compensation of his job.

Requests for salary or title changes are analyzed by the Division's technical staff who submit their findings and recommendations to their Section

Head. In most cases, a technician will visit the employee in his work setting to find out by first-hand discussion and observation exactly what he does. Decisions on all requests for changes in title or salary or both are made in the name of the Director of Classification and Compensation and become final with the approval of the Director of the Budget.

### Applications for Pay Differentials

Under new sections of law, enacted in 1967, the Director of Classification and Compensation may authorize geographic area pay differentials and shift pay differentials, providing certain conditions exist and subject to approval of the Director of the Budget. Applications for such differentials may be filed by an employee, employee representative, or appointing officer. The Director of Classification and Compensation may also authorize differentials on his own initiative. These differentials are designed to enable the state to compete with private industry and other non-state employers in high rate areas without having to raise the basic rate of the class in most other areas of the state.

### General Classification Studies

Experience has shown that in order to maintain a classification plan upon a reasonably sound basis, each position should be studied at least once every five years to ascertain whether its duties and responsibilities have undergone material change. While certain changes are called to the attention of the Classification and Compensation Division in the form of reclassification applications, others are not. Consequently, the need for a program of systematic restudy of positions in all departments and agencies scheduled on a five-year cycle is apparent.

### Hearings

The Director of Classification and Compensation may schedule a hearing in connection with any matter before him for determination. Generally such hearings are related to applications for title or salary change. Almost always they are held when requested by applicants. Frequently, they are arranged by the Director on his own initiative. They are informal and more in the nature of "orderly conferences" than judicial proceedings. Consequently, they provide the parties in interest with a good opportunity for free expression and discussion. As a result of these hearings it is possible to learn many things of value concerning the issues to be determined and to gain a better understanding of employer-employee thinking which so often is not readily apparent from a written application. Not only do the hearings provide the Director of Classification and Compensation with useful and important information concerning the matters before him for decision, but as well they serve



as an excellent medium for giving employees and appointing officers a better understanding of how decisions in such matters are reached and of the considerations and factors for which regard must be had. Because of the informal nature of the hearings, employees generally have realized that they need not be represented by counsel and that they themselves are the ones best able to describe their work and its responsibilities, and to tell why they think a title or salary change should be made.

### Appeals

When a change in title or salary has been denied by the Director of Classification and Compensation or his determination is otherwise unsatisfactory to an affected employee or department head, the determination may be appealed to the Civil Service Commission. Appeals to the Commission must be made within 60 days after receipt of written notice of the determination of the Director of Classification and Compensation. Correspondence on appeals should be directed to the Civil Service Commission, Department of Civil Service, State Campus, Albany, New York 12226.

In cases where job duties have changed, or new information not previously made known to the Director of Classification and Compensation is included in the appeal, the request for review of the original decision should be addressed to the Director of Classification and Compensation.

### Effect of Changes in Title or Salary on Employee

Appointment to a reclassified position is made from an appropriate eligible list if such a list exists. If there is none, an examination is held to fill the job. The person originally in the job may compete, if he is eligible, together with all other eligibles. If the appointment is to be a promotion it is made by the department head from among those on the eligible list in accordance with the Civil Service Law and Rules. Should the employee who made the original reclassification request not be appointed to the reclassified job, he will be placed in the vacancy left by the employee who is appointed.

In certain instances, the Civil Service Commission may determine that persons serving permanently in jobs for which new titles or salary grades are established may be given the new title without further examination. This has been done in cases where no change in the essential character of the position has occurred and the employee had already qualified in an appropriate examination.

When a job is reclassified downward, the Civil Service Law provides that the salary of a person holding the job on a permanent basis shall not be reduced as long as he continues to occupy that position.

### Contacts with Classification and Compensation Division

The Division may be contacted by correspondence, telephone or personal visit at its offices at the State Campus in Albany. Its technical staff is available at all times in Albany and during its frequent visits to other locations for the informal discussion of any matter relating to the classification and compensation of positions in the state civil service.

# SALARY GRADES SCHEDULE NEW YORK STATE CLASSIFIED SERVICE

(Covering competitive, non-competitive, and labor class  
positions in the classified civil service)

EFFECTIVE APRIL 1, 1972

Salary Grade	Minimum Annual Salary	Maximum Annual Salary	Annual Increment	RATES OF COMPENSATION					*Longevity Step	**Extra Longevity Step
				First Year	Second Year	Third Year	Fourth Year	Fifth Year		
1	\$4,778	\$5,670	\$223	\$4,778	\$5,001	\$5,224	\$5,447	\$5,670	\$5,893	\$6,116
2	4,972	5,904	233	4,972	5,205	5,438	5,671	5,904	6,137	6,370
3	5,225	6,205	245	5,225	5,470	5,715	5,960	6,205	6,450	6,695
4	5,472	6,504	258	5,472	5,730	5,988	6,246	6,504	6,762	7,020
5	5,742	6,826	271	5,742	6,013	6,284	6,555	6,826	7,097	7,368
6	6,062	7,198	284	6,062	6,346	6,630	6,914	7,198	7,482	7,766
7	6,411	7,595	296	6,411	6,707	7,003	7,299	7,595	7,891	8,187
8	6,778	8,010	308	6,778	7,086	7,394	7,702	8,010	8,318	8,626
9	7,166	8,454	322	7,166	7,488	7,810	8,132	8,454	8,776	9,098
10	7,586	8,934	337	7,586	7,923	8,260	8,597	8,934	9,271	9,608
11	8,037	9,445	352	8,037	8,389	8,741	9,093	9,445	9,797	10,149
12	8,497	9,963	367	8,497	8,864	9,231	9,598	9,965	10,332	10,699
13	9,005	10,541	384	9,005	9,389	9,773	10,157	10,541	10,925	11,309
14	9,535	11,139	401	9,535	9,936	10,337	10,738	11,139	11,540	11,941
15	10,089	11,761	418	10,089	10,507	10,925	11,343	11,761	12,179	12,597
16	10,665	12,413	437	10,665	11,102	11,539	11,976	12,413	12,850	13,287
17	11,277	13,113	459	11,277	11,736	12,195	12,654	13,113	13,572	14,031
18	11,929	13,861	483	11,929	12,412	12,895	13,378	13,861	14,344	14,827
19	12,588	14,604	504	12,588	13,092	13,596	14,100	14,604	15,108	15,612
20	13,244	15,352	527	13,244	13,771	14,298	14,825	15,352	15,879	16,406
21	13,959	16,159	550	13,959	14,509	15,059	15,609	16,159	16,709	17,259
22	14,720	17,016	574	14,720	15,294	15,868	16,442	17,016	17,590	18,164
23	15,512	17,908	599	15,512	16,111	16,710	17,309	17,908	18,507	19,106
24	16,348	18,836	622	16,348	16,970	17,592	18,214	18,836	19,458	20,080
25	17,263	19,855	648	17,263	17,911	18,559	19,207	19,855	20,503	21,151
26	18,182	20,882	675	18,182	18,857	19,532	20,207	20,882	21,557	22,232
27	19,175	21,971	699	19,175	19,874	20,573	21,272	21,971	22,670	23,369
28	20,197	23,097	725	20,197	20,922	21,647	22,372	23,097	23,822	24,547
29	21,271	24,283	753	21,271	22,024	22,777	23,530	24,283	25,036	25,789
30	22,395	25,507	776	22,395	23,173	23,951	24,729	25,507	26,285	27,063
31	23,599	26,819	805	23,599	24,404	25,209	26,014	26,819	27,624	28,429
32	24,869	28,193	831	24,869	25,700	26,531	27,362	28,193	29,024	29,855
33	26,230	29,650	855	26,230	27,085	27,940	28,795	29,650	30,505	31,360
34	27,640	31,168	882	27,640	28,522	29,404	30,286	31,168	32,050	32,932
35	29,084	32,712	907	29,084	29,991	30,898	31,805	32,712	33,619	34,526
36	30,559	34,291	933	30,559	31,492	32,425	33,358	34,291	35,224	36,157
37	32,169	36,009	960	32,169	33,129	34,089	35,049	36,009	36,969	37,929
38	29,994 +									

\* Additional annual increment provided to employees who have rendered continuous and satisfactory service for five years after having attained the maximum salary of their grade.

\*\* Second additional annual increment provided to employees who have rendered continuous and satisfactory service for ten years after having attained the maximum salary of their grade.

## Trainee and Intern Salaries

Certain classes in State service are filled by the appointment of Trainees or Interns who, after a stipulated period of satisfactory service are advanced to the class level for which they have been training. During their training period such employees are compensated at a flat annual rate. The various titles and salaries involved in these programs are listed below:

<u>Trainee Title and Salary</u>	<u>Journeyman Title</u>
Accounting Trainee, \$9005	Assistant Accountant, Grade 14 Assistant Auditor, Grade 14 Assistant State Accounts Auditor, Grade 14 Examiner of Municipal Affairs, Grade 14 Labor Accounts Auditor, Grade 14 Payroll Auditor, Grade 14 Rent Accountant, Grade 14 Unemployment Insurance Tax Auditor, Grade 14
Actuary Trainee, \$9005	Assistant Actuary, Grade 14
Administrative Trainee, \$9005	Administrative Analyst, Grade 14 Business Management Assistant, Grade 14 Budgeting Analyst, Grade 14 Classification and Pay Analyst, Grade 14 Computer Systems Analyst, Grade 14 Employee Insurance Representative, G-14 Junior Administrative Assistant, Grade 14 Junior Budget Examiner, Grade 14 Municipal Personnel Consultant, Grade 14 Municipal Research Assistant, Grade 14 Personnel Administrator, Grade 14 Personnel Examiner, Grade 14 Personnel Services Representative, Grade 14 Personnel Technician, Grade 14 Public Records Analyst, Grade 14 Research Assistant, Grade 14 Research Assistant (Sociology), Grade 14 Staffing Services Representative, G-14 Training Representative, Grade 14 Training Technician, Grade 14
Admitting Clerk Trainee, \$5225	Admitting Clerk, Grade 4
Assistant Clinical Physician 1st year, \$21,617 2nd year, \$22,395 3rd year, \$23,173	Clinical Physician I, Grade 32

<u>Trainee Title and Salary</u>	<u>Journeyman Title</u>
Assistant Regents Printer Trainee 1st year, \$6062 2nd year, \$6411 3rd year, \$7086	Assistant Regents Printer, Grade 10
Assistant Utility Rates Analyst Trainee, \$9005	Assistant Utility Rates Analyst, Grade 14
Attorney Trainee, \$9936 Assistant Attorney, \$10,507	Attorney, Grade 19 Insurance Policy Examiner, Grade 19 Senior Legal Examiner, Grade 19
Automotive Safety Equipment Analyst Trainee 1st year, \$7586 2nd year, \$8497	Automotive Safety Equipment Analyst, Grade 14
Bacteriologist Trainee, \$9005	Bacteriologist, Grade 14
Bank Examiner Aide I (1st year), \$9005 Bank Examiner Aide II (2nd year), \$9535	Junior Bank Examiner, Grade 14
Biophysicist Trainee, \$9005	Biophysicist, Grade 14
Bookkeeping Machine Operator (Descriptive) Trainee, \$5225	Bookkeeping Machine Operator (Descriptive), Grade 5
Building Space Analyst Trainee, \$9005	Building Space Analyst, Grade 15
Business Office Trainee 1st year, \$7586 2nd year, \$8497 3rd year, Attained rate plus \$620 or (\$9005*)	Business Management Assistant, Grade 14
Caseworker Trainee, \$9005	Caseworker, Grade 14
Chemist Trainee, \$9005	Chemist, Grade 14 Biochemist, Grade 14 Food Chemist, Grade 14 Sanitary Chemist, Grade 14 Analytical Chemist, Grade 14
Civil Defense Radiological Repre- sentative Trainee, \$9005	Civil Defense Radiological Repre- sentative, Grade 14
Civil Defense Representative Trainee, \$9005	Civil Defense Representative, Grade 14
Compensation Claims Examiner Trainee, \$9005	Compensation Claims Examiner, Grade 14

\* Rate applicable for those appointed directly to the 3rd year of a 3-year Trainee Program.

Trainee Title and Salary

Journeyman Title

Computer Programmer (Scientific) Trainee, \$9005	Computer Programmer (Scientific), Grade 14
Computer Programmer Trainee, \$9005	Computer Programmer, Grade 14
Conservation Biologist Trainee, \$9005	Conservation Biologist, Grade 14
Conservation Educator Trainee, \$9005	Conservation Educator, Grade 14
Correction Counselor Trainee I, \$9005 Correction Counselor Trainee II, \$10,507	Correction Counselor, Grade 19
Credentials Assistant Trainee, \$5225	Credentials Assistant, Grade 4
Dairy Products Inspector Trainee, \$7923	Dairy Products Inspector, Grade 13
Dietitian Trainee, \$9005	Dietitian, Grade 14
Driver Improvement Evaluator Trainee, \$9005	Driver Improvement Evaluator, Grade 14
Economist Trainee, \$9005	Economist, Grade 14
Education Intern I, \$9389	Assistant in Education, Grade 22
Education Intern II, \$13,092	Associate in Education, Grade 26
Education Trainee, \$9005	Educational Testing Aide, Grade 14 Education Aide, Grade 14
Electric Inspector Trainee, \$7923	Electric Inspector, Grade 12
Electronic Computer Operator Trainee, \$6778	Electronic Computer Operator, Grade 10
Employment Counselor Trainee I, \$9389 Employment Counselor Trainee II, \$9814 Employment Counselor Trainee III, \$10,239	Employment Counselor, Grade 16
Employment Security Claims Trainee, \$9005	Unemployment Insurance Claims Examiner, Grade 14 Unemployment Insurance Claims Examiner (Spanish Speaking), Grade 14
Employment Security Placement Trainee, \$9005	Employment Interviewer, Grade 14 Employment Interviewer (Spanish Speaking), Grade 14
Employment Service Aide I, \$8497 Employment Service Aide II, \$9005	Employment Interviewer, Grade 14 Employment Interviewer (Spanish Speaking), Grade 14
Engineering Geology Trainee, \$9005	Junior Engineering Geologist, Grade 15

<u>Trainee Title and Salary</u>	<u>Journeyman Title</u>
Engineering Materials Analyst Trainee, \$9005	Engineering Materials Analyst, Grade 14
Examinations Editor Trainee, \$9005	Assistant Examinations Editor, Grade 14
Farm Products Inspector Trainee, \$7923	Farm Products Inspector, Grade 13
Food Inspector Trainee, \$7923	Food Inspector, Grade 13
Forest Appraiser Trainee, \$9005	Forest Appraiser, Grade 14
Forester Trainee, \$9005	Forester, Grade 14
Health Planner Trainee, \$9005	Health Planner, Grade 14
Historian Trainee, \$9005	Junior Historian, Grade 14
Home Economist Trainee, \$9005	Home Economist, Grade 14
Horticultural Inspector Trainee, \$7923	Horticultural Inspector, Grade 13
Hospital Equipment Advisor Trainee, \$9005	Assistant Hospital Equipment Advisor, Grade 14
Identification Clerk Trainee, \$5225	Identification Clerk, Grade 4
Instructor of the Blind Trainee, \$9005	Instructor of the Blind, Grade 14
Insurance Fund Field Services Representative Trainee, \$9005	Insurance Fund Field Services Representative, Grade 14
Insurance Fund Hearing Representative Trainee I (1st yr.) \$9005	Insurance Fund Hearing Representative, Grade 18
Insurance Fund Hearing Representative Trainee II (2nd yr.) \$10,507	
Internal Auditor Trainee, \$9005	Internal Auditor, Grade 14
Investment Officer Trainee, \$9005	Junior Investment Officer, Grade 14
Junior Insurance Examiner Trainee, \$9005	Junior Insurance Examiner, Grade 14
Junior Insurance Qualifications Examiner Trainee, \$9005	Junior Insurance Qualifications Examiner, Grade 14
Key Punch Operator Trainee, \$5225	Key Punch Operator, Grade 4
Meat Inspector Trainee, \$7923	Meat Inspector, Grade 13
Mental Hygiene Therapy Trainee I, \$7394	Mental Hygiene Therapy Assistant I, Grade 11
Mental Hygiene Therapy Trainee II, \$9005	Mental Hygiene Therapist, Grade 14
Milk Accounts Examiner Trainee, \$9005	Milk Accounts Examiner, Grade 14
Milk Inspector Trainee, \$7923	Milk Inspector, Grade 12
Mobility Instructor Trainee, \$9005	Mobility Instructor, Grade 15

<u>Trainee Title and Salary</u>	<u>Journeyman Title</u>
Museum Instructor Trainee, \$9005	Museum Instructor, Grade 14
Narcotic Aide Trainee, \$5742	Narcotic Aide, Grade 7
Narcotic Correction Officer Assistant, \$7166	Narcotic Correction Officer, Grade 14
Narcotic Parole Officer Trainee I, \$9005	Narcotic Parole Officer, Grade 19
Narcotic Parole Officer Trainee II, \$10,507	Narcotic Parole Officer (Spanish Speaking), Grade 19
Narcotic Parole Officer Assistant I - Attained Rate	Narcotic Parole Officer, Grade 19
Narcotic Parole Officer Assistant II - Attained Rate	Narcotic Parole Officer (Spanish Speaking), Grade 19
Narcotic Rehabilitation Counselor Trainee I, \$9005	Narcotic Rehabilitation Counselor, Grade 18
Narcotic Rehabilitation Counselor Trainee II, \$10,507	
Nursing Station Clerk Trainee, \$5225	Nursing Station Clerk, Grade 4
Occupational Therapy Trainee I, \$7394	Occupational Therapy Assistant I, Grade 11
Occupational Therapy Trainee II, \$9005	Occupational Therapist, Grade 15
Offset Printing Machine Operator Trainee, \$5225	Offset Printing Machine Operator, Grade 5
Park Management Trainee (1st year), \$9005	Park Management Assistant, Grade 17
Park Management Aide (2nd year), \$9535	
Parole Officer Trainee I, \$9005	Parole Officer, Grade 19
Parole Officer Trainee II, \$10,507	
Photogrammetrist Trainee, \$9005	Photogrammetrist, Grade 15
Physical Therapy Trainee I, \$7394	Physical Therapy Assistant I, Grade 11
Physical Therapy Trainee II, \$9005	Physical Therapist, Grade 15
Planner Trainee, \$9005	Planner, Grade 14
Planning Coordinator Trainee, \$9005	Planning Coordinator, Grade 14
Printing Machine Operator Trainee, \$5225	Printing Machine Operator, Grade 5
Psychiatric Social Work Trainee I, \$7394	Psychiatric Social Work Assistant I, Grade 11
Psychiatric Social Work Trainee II, \$9005	Psychiatric Social Work Assistant II, Grade 14

<u>Trainee Title and Salary</u>	<u>Journeyman Title</u>
Psychology Trainee I, \$7394	Psychology Assistant I, Grade 11
Psychology Trainee II, \$9005	Psychology Assistant II, Grade 14
Public Administration Intern, \$9935 (Master's Degree)	Varies
Public Employment Mediator Trainee I, 1st year \$9935	Assistant Public Employment Mediator, Grade 19
Trainee II, 2nd year \$10,507	
Public Health Educator Trainee, \$9005	Public Health Educator, Grade 14
Public Information Trainee, \$9005	Public Information Specialist, Grade 14
Purchasing Agent Trainee, \$9005	Assistant Purchasing Agent, Grade 14
Recreation Trainee I, \$7394	Recreation Assistant, Grade 11
Recreation Trainee II, \$9005	Recreation Therapist, Grade 14
Rehabilitation Counselor Trainee, \$10,665	Rehabilitation Counselor, Grade 19
Rehabilitation Trainee I, \$7394	Rehabilitation Assistant I, Grade 11
Rehabilitation Trainee II, \$9005	Rehabilitation Assistant II, Grade 14
Research Scientist Trainee, \$9005	Assistant Research Scientist, Grade 14
Right-of-Way Aide I (1st year), \$9005	Junior Right-of-Way Agent, Grade 15
Right-of-Way Aide II (2nd year) \$9389	
Rural Manpower Representative Trainee \$9005	Rural Manpower Representative, Grade 14
Sanitarian Trainee, \$9005	Public Health Sanitarian, Grade 14
School Lunch Representative Trainee, \$7923	School Lunch Representative, Grade 12
Scientific Trainee, \$9005	Junior Scientist, Grade 14
Social Security Disability Examiner Trainee, \$9005	Social Security Disability Examiner, Grade 14
Social Services Analyst, \$10,665	Social Services Representative, Grade 18
Social Services Management Trainee \$9005	Social Services Management Specialist, Grade 14
Social Services Trainee, \$9005	Social Services Assistant, Grade 14
Speech and Hearing Trainee I, \$7394	Speech and Hearing Assistant I, Grade 11
Speech and Hearing Trainee II, \$9005	Speech and Hearing Assistant II, Grade 15
State Probation Officer Trainee I, \$9005	State Probation Officer, Grade 19
State Probation Officer Trainee II, \$10,507	



<u>Trainee Title and Salary</u>	<u>Journeyman Title</u>
Statistical Draftsman Trainee, \$6778	Statistical Draftsman, Grade 10
Statistician Trainee, \$9005	Statistician, Grade 14 Biostatistician, Grade 14
Student Librarian, \$9005	Assistant Librarian, Grade 14
Tabulating Machine Operator Trainee, \$5225	Tabulating Machine Operator, Grade 5
Tax Examiner Trainee, \$9005	Estate Tax Examiner, Grade 14 Tax Examiner, Grade 14
Technical Rehabilitation Specialist I, (1st year), \$7488	Vending Services Specialist, Grade 14
Technical Rehabilitation Specialist II, \$8389	Workshop Facilities Specialist, Grade 14
Telephone Operator Trainee, \$5225	Telephone Operator, Grade 4
Telephone Operator Typist Trainee, \$5225	Telephone Operator Typist, Grade 4
Transportation Engineering Trainee, 1st year, \$6707 2nd year, \$7923	Junior Engineer, Grade 15
Transportation Rates Examiner Trainee, \$9005	Transportation Rates Examiner, Grade 14
Unemployment Insurance Investigator Trainee, \$9005	Unemployment Insurance Investigator, Grade 14
Unemployment Insurance Reviewing Examiner Trainee, \$9005	Unemployment Insurance Reviewing Examiner, Grade 14
Urban Planner Trainee, \$9005	Urban Planner, Grade 14
Youth Division Counselor Trainee I, \$9005	Youth Division Counselor, Grade 18
Youth Division Counselor Trainee II, \$10,507	
Youth Parole Worker Trainee I, \$9005	Youth Parole Worker, Grade 18
Youth Parole Worker Trainee II, \$10,507	

RECRUITMENT, GEOGRAPHIC AND SHIFT DIFFERENTIAL RATE SCHEDULE

Titles for which recruitment above the minimum has been authorized or for which geographic area or shift pay differentials are in effect are indicated in the following schedules by a three digit code after the title and under the column headed "REC." These codes have the following meanings.

Code		Effective Date	
		Admin. Pay.	Inst. Pay.
001	Recruit 2nd year rate five counties of NYC; Nassau, Suffolk, Rockland and Westchester Counties	6/15/72	6/8/72
002	Recruit 2nd year rate Statewide	6/15/72	6/8/72
003	Recruit 3rd year rate five counties of NYC	6/15/72	6/8/72
004	Recruit 2nd year rate five counties of NYC	6/15/72	6/8/72
005	Recruit 4th year rate Gowanda State Hospital and J.N. Adams State School	6/15/72	6/8/72
006	Recruit 3rd year rate Statewide	6/15/72	6/8/72
007	Recruit 4th year rate Gowanda State Hospital	6/15/72	6/8/72
008	Recruit 2nd year rate Gowanda State Hospital, Clinton Correctional Facility and J. N. Adams State School	6/15/72	6/8/72
009	Recruit 2nd year rate five counties of NYC; Westchester, Rockland, Nassau and Suffolk Counties	6/15/72	6/8/72
	Annual Geographic Area pay differential of \$450 in five counties of NYC	6/15/72	6/8/72
	Annual Geographic Area pay differential of \$275 in Nassau, Suffolk, Rockland and Westchester Counties	6/15/72	6/8/72
	Shift pay differential payable at annual rate of \$1200 in five counties of NYC and \$700 in Nassau, Suffolk, Rockland and Westchester Counties	6/15/72	6/8/72

RECRUITMENT, GEOGRAPHIC AND SHIFT DIFFERENTIAL RATE SCHEDULE

<u>Code</u>		<u>Effective Date</u>	
		<u>Admin. Pay.</u>	<u>Inst. Pay.</u>
010	Recruit 2nd year rate five counties of NYC; Rockland, Nassau and Suffolk Counties	6/15/72	6/8/72
	Annual Geographic Area pay differential of \$450 in five counties of NYC and \$275 in Nassau, Suffolk, Rockland and Westchester Counties	6/15/72	6/8/72
	Shift pay differential payable at annual rate of \$1200 in five counties of NYC and \$700 in Nassau, Suffolk, Rockland and Westchester Counties	6/15/72	6/8/72
011	Recruit 2nd year rate five counties of NYC; Nassau and Suffolk Counties	6/15/72	6/8/72
	Annual Geographic Area pay differential of \$275 in Nassau, Suffolk, Rockland and Westchester Counties	6/15/72	6/8/72
	Shift pay differential payable at annual rate of \$1200 in five counties of NYC and \$700 in Nassau, Suffolk, Rockland and Westchester Counties	6/15/72	6/8/72
012	Recruit 2nd year rate Rockland, Nassau and Suffolk Counties	6/15/72	6/8/72
	Annual Geographic Area pay differential of \$275 in Nassau, Suffolk, Rockland and Westchester Counties	6/15/72	6/8/72
	Shift pay differential payable at annual rate of \$1200 in five counties of NYC and \$700 in Nassau, Suffolk, Rockland and Westchester Counties	6/15/72	6/8/72
013	Recruit 2nd year rate Rockland, Nassau and Suffolk Counties	6/15/72	6/8/72
	Annual Geographic Area pay differential of \$275 in Nassau, Suffolk, Rockland and Westchester Counties	6/15/72	6/8/72
	Shift pay differential payable at annual rate of \$1200 in five counties of NYC and \$700 in Nassau, Suffolk, Rockland and Westchester Counties	6/15/72	6/8/72
014	Annual Geographic Area pay differential of \$575 in five counties of NYC and \$400 in Nassau, Suffolk, Rockland and Westchester Counties	6/15/72	6/8/72
	Annual Geographic Area pay differential of \$200 in five counties of NYC	6/15/72	6/8/72

RECRUITMENT, GEOGRAPHIC AND SHIFT DIFFERENTIAL RATE SCHEDULE

Code	Description	Effective Date	
		Admin. Pay.	Inst. Pay.
015	Recruit 2nd year rate Westchester and Monroe Counties	6/15/72	6/8/72
016	Annual Geographic Area pay differential of \$200 in five counties of NYC Shift pay differential payable at annual rate of \$1200 in five counties of NYC and \$700 in Nassau, Suffolk, Rockland and Westchester Counties	6/15/72	6/8/72
017	Shift pay differential payable at annual rate of \$1200 in five counties of NYC and \$700 in Nassau, Suffolk, Rockland and Westchester Counties	6/15/72	6/8/72
018	Recruit 2nd year rate five counties of NYC; Nassau, Suffolk, Westchester and Rockland Counties	6/15/72	6/8/72
019	Annual Geographic Area pay differential of \$575 in five counties of NYC and \$400 in Nassau, Suffolk, Rockland and Westchester Counties Shift pay differential payable at annual rate of \$1200 in five counties of NYC and \$700 in Nassau, Suffolk, Rockland and Westchester Counties	6/15/72	6/8/72
020	Annual Geographic Area pay differential of \$200 in five counties of NYC Shift pay differential payable at annual rate of \$1200 in five counties of NYC and \$700 in Nassau, Suffolk, Rockland and Westchester Counties	6/15/72	6/8/72
021	Recruit 3rd year rate Westchester and Monroe Counties Recruit 3rd year rate Newark State School Recruit 5th year rate five counties of New York City	6/15/72	5/25/72
022	Recruit 3rd year rate Albany	6/15/72	6/8/72

EXPLANATION OF CODES continued

Codes Peculiar to Schedule D

FLAG: The numbers and letters used in this column have the following meaning.

- 7 - Temporary; not classified but reported in use by agency
- 8 - Temporary; pending classification action
- 9 - Classified for a temporary period
- B - Pending Budget approval
- J - "Journeyman" level title
- T - Trainee title
- S - Title used on Seasonal basis

SGD: This column contains either the numeric designation of the salary grade to which the class is allocated or the following codes for non-allocated positions.

- NS - Non-Statutory
- NSU - State University professional service
- OS - Other statutory