

New York State Department of Civil Service

THE STATE OFFICE BUILDING CAMPUS • ALBANY, NEW YORK 12226

Commission

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Administrative Director

September 1973

Enclosed are revised copies of the New York State Title and Salary Plan. Amendments to certain of the introductory material are also enclosed.

The information provided in this plan is essential to those in state government who are involved with the preparation of classification requests and personnel transactions. We ask that those of you receiving this document who are in state agencies make it available to persons who have classification or personnel transactions responsibilities.

If you need additional copies of the plan, provide us with a brief explanation of your needs and we will accommodate requests while our supply lasts.



Bertrand J. Galvin
Bertrand J. Galvin
Director of Classification and
Compensation

Enclosures

**STATE OF NEW YORK
DEPARTMENT OF CIVIL SERVICE**

TITLE and SALARY PLAN

CIVIL SERVICE COMMISSION

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CLASSIFICATION AND COMPENSATION DIVISION

BERTRAND J. GALVIN, Director

ALBANY, NEW YORK

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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 which must be taken into account. 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, a 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 in the competitive class 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.

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 involved in these programs and their salaries for fiscal year 1973-74 are listed below:

<u>Trainee Title and Salary</u>	<u>Journeyman Title</u>
Accounting Trainee, \$9590	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, \$9590	Assistant Actuary, Grade 14
Administrative Trainee, \$9590	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, \$5564	Admitting Clerk, Grade 4
Assistant Attorney, \$11190	Insurance Policy Examiner, Grade 19 Senior Legal Examiner, Grade 19 Attorney, Grade 19 Clinical Physician I, Grade 32
Assistant Clinical Physician 1st year, \$23022 2nd year, \$23850 3rd year, \$24679	

SALARY GRADES SCHEDULE
NEW YORK STATE CLASSIFIED SERVICE

Covering competitive, non-competitive, and
labor class positions in the
ADMINISTRATIVE, OPERATIONAL, INSTITUTIONAL,
and PROFESSIONAL, SCIENTIFIC, and TECHNICAL
SERVICES NEGOTIATING UNITS and positions
designated **MANAGEMENT/CONFIDENTIAL**

EFFECTIVE APRIL 1, 1973

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	\$ 5,090	\$ 6,038	\$ 237	\$ 5,090	\$ 5,327	\$ 5,564	\$ 5,801	\$ 6,038	\$ 6,275	\$ 6,512
2	5,295	6,287	248	5,295	5,543	5,791	6,039	6,287	6,535	6,783
3	5,564	6,608	261	5,564	5,825	6,086	6,347	6,608	6,869	7,130
4	5,827	6,927	275	5,827	6,102	6,377	6,652	6,927	7,202	7,477
5	6,114	7,270	289	6,114	6,403	6,692	6,981	7,270	7,559	7,848
6	6,457	7,665	302	6,457	6,759	7,061	7,363	7,665	7,967	8,269
7	6,828	8,088	315	6,828	7,143	7,458	7,773	8,088	8,403	8,718
8	7,219	8,531	328	7,219	7,547	7,875	8,203	8,531	8,859	9,187
9	7,632	9,004	343	7,632	7,975	8,318	8,661	9,004	9,347	9,690
10	8,079	9,515	359	8,079	8,438	8,797	9,156	9,515	9,874	10,233
11	8,559	10,059	375	8,559	8,934	9,309	9,684	10,059	10,434	10,809
12	9,049	10,613	391	9,049	9,440	9,831	10,222	10,613	11,004	11,395
13	9,590	11,226	409	9,590	9,999	10,408	10,817	11,226	11,635	12,044
14	10,155	11,863	427	10,155	10,582	11,009	11,436	11,863	12,290	12,717
15	10,745	12,525	445	10,745	11,190	11,635	12,080	12,525	12,970	13,415
16	11,359	13,219	465	11,359	11,824	12,289	12,754	13,219	13,684	14,149
17	12,010	13,966	489	12,010	12,499	12,988	13,477	13,966	14,455	14,944
18	12,705	14,761	514	12,705	13,219	13,733	14,247	14,761	15,275	15,789
19	13,406	15,554	537	13,406	13,943	14,480	15,017	15,554	16,091	16,628
20	14,105	16,349	561	14,105	14,666	15,227	15,788	16,349	16,910	17,471
21	14,866	17,210	586	14,866	15,452	16,038	16,624	17,210	17,796	18,382
22	15,677	18,121	611	15,677	16,288	16,899	17,510	18,121	18,732	19,343
23	16,520	19,072	638	16,520	17,158	17,796	18,434	19,072	19,710	20,348
24	17,411	20,059	662	17,411	18,073	18,735	19,397	20,059	20,721	21,383
25	18,385	21,145	690	18,385	19,075	19,765	20,455	21,145	21,835	22,525
26	19,364	22,240	719	19,364	20,083	20,802	21,521	22,240	22,959	23,678
27	20,422	23,398	744	20,422	21,166	21,910	22,654	23,398	24,142	24,886
28	21,510	24,598	772	21,510	22,282	23,054	23,826	24,598	25,370	26,142
29	22,654	25,862	802	22,654	23,456	24,258	25,060	25,862	26,664	27,466
30	23,850	27,166	829	23,850	24,679	25,508	26,337	27,166	27,995	28,824
31	25,133	28,561	857	25,133	25,990	26,847	27,704	28,561	29,418	30,275
32	26,486	30,026	885	26,486	27,371	28,256	29,141	30,026	30,911	31,796
33	27,934	31,578	911	27,934	28,845	29,756	30,667	31,578	32,489	33,400
34	29,437	33,193	939	29,437	30,376	31,315	32,254	33,193	34,132	35,071
35	30,974	34,838	966	30,974	31,940	32,906	33,872	34,838	35,804	36,770
36	32,544	36,520	994	32,544	33,538	34,532	35,526	36,520	37,514	38,508
37	34,261	38,349	1,022	34,261	35,283	36,305	37,327	38,349	39,371	40,393
38	31,944+									

* 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.

SALARY GRADES SCHEDULE

Covering positions in the competitive, non-competitive,
and labor classes in the
SECURITY SERVICES NEGOTIATING UNIT

NEW YORK STATE CLASSIFIED SERVICE

EFFECTIVE APRIL 1, 1973

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	\$ 5,041	\$ 5,981	\$235	\$ 5,041	\$ 5,276	\$ 5,511	\$ 5,746	\$ 5,981	\$ 6,216	\$ 6,451
2	5,245	6,229	246	5,245	5,491	5,737	5,983	6,229	6,475	6,721
3	5,513	6,545	258	5,513	5,771	6,029	6,287	6,545	6,803	7,061
4	5,773	6,861	272	5,773	6,045	6,317	6,589	6,861	7,133	7,405
5	6,058	7,202	286	6,058	6,344	6,630	6,916	7,202	7,488	7,774
6	6,394	7,594	300	6,394	6,694	6,994	7,294	7,594	7,894	8,194
7	6,764	8,012	312	6,764	7,076	7,388	7,700	8,012	8,324	8,636
8	7,151	8,451	325	7,151	7,476	7,801	8,126	8,451	8,776	9,101
9	7,559	8,919	340	7,559	7,899	8,239	8,579	8,919	9,259	9,599
10	8,002	9,426	356	8,002	8,358	8,714	9,070	9,426	9,782	10,138
11	8,480	9,964	371	8,480	8,851	9,222	9,593	9,964	10,335	10,706
12	8,965	10,513	387	8,965	9,352	9,739	10,126	10,513	10,900	11,287
13	9,501	11,121	405	9,501	9,906	10,311	10,716	11,121	11,526	11,931
14	10,060	11,752	423	10,060	10,483	10,906	11,329	11,752	12,175	12,598
15	10,644	12,408	441	10,644	11,085	11,526	11,967	12,408	12,849	13,290
16	11,252	13,096	461	11,252	11,713	12,174	12,635	13,096	13,557	14,018
17	11,898	13,834	484	11,898	12,382	12,866	13,350	13,834	14,318	14,802
18	12,584	14,624	510	12,584	13,094	13,604	14,114	14,624	15,134	15,644
19	13,280	15,408	532	13,280	13,812	14,344	14,876	15,408	15,940	16,472
20	13,972	16,196	556	13,972	14,528	15,084	15,640	16,196	16,752	17,308
21	14,727	17,047	580	14,727	15,307	15,887	16,467	17,047	17,627	18,207
22	15,529	17,953	606	15,529	16,135	16,741	17,347	17,953	18,559	19,165
23	16,365	18,893	632	16,365	16,997	17,629	18,261	18,893	19,525	20,157
24	17,248	19,872	656	17,248	17,904	18,560	19,216	19,872	20,528	21,184
25	18,212	20,948	684	18,212	18,896	19,580	20,264	20,948	21,632	22,316

* 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 Title and Salary

Assistant Regents Printer Trainee
1st year, \$6457
2nd year, \$6828
3rd year, \$7547

Assistant Utility Rates Analyst
Trainee, \$9590

Attorney Trainee, \$10582

Automotive Safety Equipment Analyst
Trainee
1st year, \$8079
2nd year, \$9049

Bacteriologist Trainee, \$9590

Bank Examiner Aide I, \$9590
Bank Examiner Aide II, \$10155

Biophysicist Trainee, \$9590

Bookkeeping Machine Operator
(Descriptive) Trainee, \$5564

Building Space Analyst Trainee, \$9590

Business Office Trainee
1st year, \$8079
2nd year, \$9049
3rd year, \$9590

Caseworker Trainee, \$9590

Chemist Trainee, \$9590

Civil Defense Radiological Repre-
sentative Trainee, \$9590

Civil Defense Representative
Trainee, \$9590

Compensation Claims Examiner
Trainee, \$9590

Journeyman Title

Assistant Regents Printer, Grade 10

Assistant Utility Rates Analyst,
Grade 14

Attorney, Grade 19
Assistant Attorney, NS
Automotive Safety Equipment Analyst,
Grade 14

Bacteriologist, Grade 14

Junior Bank Examiner, Grade 14

Biophysicist, Grade 14

Bookkeeping Machine Operator
(Descriptive), Grade 5

Building Space Analyst, Grade 15

Business Management Assistant,
Grade 14

Caseworker, Grade 14

Chemist, Grade 14
Biochemist, Grade 14
Food Chemist, Grade 14
Sanitary Chemist, Grade 14
Analytical Chemist, Grade 14

Civil Defense Radiological Repre-
sentative, Grade 14

Civil Defense Representative, Grade 14

Compensation Claims Examiner, Grade 14

<u>Trainee Title and Salary</u>	<u>Journeyman Title</u>
Computer Programmer (Scientific) Trainee, \$9590	Computer Programmer (Scientific), Grade 14
Computer Programmer Trainee, \$9590	Computer Programmer, Grade 14
Conservation Biologist Trainee, \$9590	Conservation Biologist, Grade 14
Conservation Educator Trainee, \$9590	Conservation Educator, Grade 14
Correction Counselor Trainee I, \$9590 Correction Counselor Trainee II, \$11190	Correction Counselor, Grade 19
Credentials Assistant Trainee, \$5564	Credentials Assistant, Grade 4
Curator (History) Trainee, \$9049	Curator (History), Grade 13
Dairy Products Inspector Trainee, \$8438	Dairy Products Inspector, Grade 13
Dietitian Trainee, \$9590	Dietitian, Grade 14
Driver Improvement Evaluator Trainee, \$9590	Driver Improvement Evaluator, Grade 14
Economist Trainee, \$9590	Economist, Grade 14
Education Intern I, \$9999	Assistant in Education, Grade 22
Education Intern II, \$13943	Associate in Education, Grade 26
Education Trainee, \$9590	Educational Testing Aide, Grade 14 Education Aide, Grade 14
Electric Inspector Trainee, \$8438	Electric Inspector, Grade 12
Electronic Computer Operator Trainee, \$7219	Electronic Computer Operator, Grade 10
Employment Counselor Trainee I, \$9999 Employment Counselor Trainee II, \$10452 Employment Counselor Trainee III, \$10904	Employment Counselor, Grade 16
Employment Security Claims Trainee, \$9590	Unemployment Insurance Claims Examiner, Grade 14 Unemployment Insurance Claims Examiner (Spanish Speaking), Grade 14
Employment Security Placement Trainee, \$9590	Employment Interviewer, Grade 14 Employment Interviewer (Spanish Speaking), Grade 14
Employment Service Aide I, \$9049 Employment Service Aide II, \$9590	Employment Interviewer, Grade 14 Employment Interviewer (Spanish Speaking), Grade 14
Engineering Geology Trainee, \$9590	Junior Engineering Geologist, Grade 15

Trainee Title and Salary

Journeyman Title

Engineering Materials Analyst Trainee, \$9590	Engineering Materials Analyst, Grade 14
*See page xviii	
Examinations Editor Trainee, \$9590	Assistant Examinations Editor, Grade 14
Farm Products Inspector Trainee, \$8438	Farm Products Inspector, Grade 13
Food Inspector Trainee, \$8438	Food Inspector, Grade 13
Forest Appraiser Trainee, \$9590	Forest Appraiser, Grade 14
Forester Trainee, \$9590	Forester, Grade 14
Health Planner Trainee, \$9590	Health Planner, Grade 14
Historian Trainee, \$9590	Junior Historian, Grade 14
Home Economist Trainee, \$9590	Home Economist, Grade 14
Horticultural Inspector Trainee, \$8438	Horticultural Inspector, Grade 13
Hospital Administration Intern, \$9590	Varies
Hospital Equipment Advisor Trainee, \$9590	Assistant Hospital Equipment Advisor, Grade 14
Identification Clerk Trainee, \$5564	Identification Clerk, Grade 4
Instructor of the Blind Trainee, \$9590	Instructor of the Blind, Grade 14
Insurance Fund Field Services Representative Trainee, \$9590	Insurance Fund Field Services Representative, Grade 14
Insurance Fund Hearing Representative Trainee I, \$9590	Insurance Fund Hearing Representative, Grade 18
Insurance Fund Hearing Representative Trainee II, \$11190	
Internal Auditor Trainee, \$9590	Internal Auditor, Grade 14
Investment Officer Trainee, \$9590	Junior Investment Officer, Grade 14
Junior Insurance Examiner Trainee, \$9590	Junior Insurance Examiner, Grade 14
Junior Insurance Qualifications Examiner Trainee, \$9590	Junior Insurance Qualifications Examiner, Grade 14
Key Punch Operator Trainee, \$5564	Key Punch Operator, Grade 4
Labor Standards Investigator Trainee, \$9590	Labor Standards Investigator, Grade 14
Meat Inspector Trainee, \$8438	Meat Inspector, Grade 13
Mental Hygiene Therapy Trainee I, \$7875	Mental Hygiene Therapy Assistant I, Grade 11
Mental Hygiene Therapy Trainee II, \$9590	Mental Hygiene Therapist, Grade 14

Trainee Title and Salary

Milk Accounts Examiner Trainee, \$9590
Milk Inspector Trainee, \$8438

Minority Group Personnel Specialist
Trainee, \$9590

Mobility Instructor Trainee, \$9590

Museum Instructor Trainee, \$9590

Narcotic Aide Trainee, \$6114

Narcotic Parole Officer Trainee I, \$9590

Narcotic Parole Officer Trainee II, \$11190

Narcotic Parole Officer Assistant I -
Attained Rate
Narcotic Parole Officer Assistant II -
Attained Rate

Narcotic Rehabilitation Counselor
Trainee I, \$9590
Narcotic Rehabilitation Counselor
Trainee II, \$11190

Nursing Station Clerk Trainee, \$5564

Occupational Therapy Trainee I, \$7875

Occupational Therapy Trainee II, \$9590

Offset Printing Machine Operator
Trainee, \$5564

Park Management Trainee (1st year), \$9590
Park Management Aide (2nd year), \$10155

Parole Officer Trainee I, \$9590
Parole Officer Trainee II, \$11190

Photogrammetrist Trainee, \$9590

Physical Therapy Trainee I, \$7875
Physical Therapy Trainee II, \$9590

Planner Trainee, \$9590

Planning Coordinator Trainee, \$9590

Printing Machine Operator Trainee, \$5564

Journeyman Title

Milk Accounts Examiner, Grade 14
Milk Inspector, Grade 12

Minority Group Personnel Specialist,
Grade 14

Mobility Instructor, Grade 15

Museum Instructor, Grade 14

Narcotic Aide, Grade 7

Narcotic Parole Officer, Grade 19

Narcotic Parole Officer, Grade 19

Narcotic Parole Officer, Grade 19

Narcotic Parole Officer, Grade 19

Narcotic Rehabilitation Counselor,
Grade 18

Nursing Station Clerk, Grade 4

Occupational Therapy Assistant I,
Grade 11

Occupational Therapist, Grade 15

Offset Printing Machine Operator,
Grade 5

Park Management Assistant, Grade 17

Parole Officer, Grade 19

Photogrammetrist, Grade 15

Physical Therapy Assistant I, Grade 11
Physical Therapist, Grade 15

Planner, Grade 14

Planning Coordinator, Grade 14

Printing Machine Operator, Grade 5

Trainee Title and Salary

Psychiatric Social Work Trainee I, \$7875

Psychiatric Social Work Trainee II, \$9590

Psychology Trainee I, \$7875
Psychology Trainee II, \$9590

Public Administration Intern, \$10582
(Master's Degree)

Public Employment Mediator Trainee I,
\$10582
Public Employment Mediator Trainee II,
\$11190

Public Health Educator Trainee, \$9590

Public Information Trainee, \$9590

Purchasing Agent Trainee, \$9590

Real Estate Appraiser (Mass Appraisal
Systems) Trainee I, \$9049
Real Estate Appraiser (Mass Appraisal
Systems) Trainee II, \$9590

Recreation Trainee I, \$7875
Recreation Trainee II, \$9590

Rehabilitation Counselor Trainee, \$11359
Rehabilitation Trainee I, \$7875
Rehabilitation Trainee II, \$9590

Research Scientist Trainee, \$9590

Right-of-Way Aide I, \$9590
Right-of-Way Aide II, \$9999

Rural Manpower Representative Trainee,
\$9590

Sanitarian Trainee, \$9590

School Lunch Representative Trainee,
\$8438

Scientific Trainee, \$9590

Social Security Disability Examiner
Trainee, \$9590

Social Services Management Trainee,
\$9590

Social Services Trainee, \$9590

Journeyman Title

Psychiatric Social Work Assistant I,
Grade 11

Psychiatric Social Work Assistant II,
Grade 14

Psychology Assistant I, Grade 11
Psychology Assistant II, Grade 14

Varies

Assistant Public Employment Mediator,
Grade 19

Public Health Educator, Grade 14

Public Information Specialist, Grade 14

Assistant Purchasing Agent, Grade 14

Assistant Real Estate Appraiser (Mass
Appraisal Systems), Grade 14

Recreation Assistant, Grade 11
Recreation Therapist, Grade 14

Rehabilitation Counselor, Grade 19
Rehabilitation Assistant I, Grade 11
Rehabilitation Assistant II, Grade 14

Assistant Research Scientist, Grade 14

Junior Right-of-Way Agent, Grade 15

Rural Manpower Representative,
Grade 14

Public Health Sanitarian, Grade 14

School Lunch Representative,
Grade 12

Junior Scientist, Grade 14

Social Security Disability Examiner,
Grade 14

Social Services Management
Specialist, Grade 14

Social Services Assistant, Grade 14

Trainee Title and Salary

Journeyman Title

Speech and Hearing Trainee I, \$7875	Speech and Hearing Assistant I, Grade 11
Speech and Hearing Trainee II, \$9590	Speech and Hearing Assistant II, Grade 15
State Probation Officer Trainee I, \$9590	State Probation Officer, Grade 19
State Probation Officer Trainee II, \$11190	
Statistical Draftsman Trainee, \$7219	Statistical Draftsman, Grade 10
Statistician Trainee, \$9590	Statistician, Grade 14 Biostatistician, Grade 14
Student Librarian, \$9590	Assistant Librarian, Grade 14
Tabulating Machine Operator Trainee, \$5564	Tabulating Machine Operator, Grade 5
Tax Examiner Trainee, \$9590	Estate Tax Examiner, Grade 14 Tax Examiner, Grade 14
Technical Rehabilitation Specialist I, \$7975	Vending Services Specialist, Grade 14
Technical Rehabilitation Specialist II, \$8934	Workshop Facilities Specialist, Grade 14
Telephone Operator Trainee, \$5564	Telephone Operator, Grade 4
Telephone Operator Typist Trainee, \$5564	Telephone Operator Typist, Grade 4
Transportation Engineering Trainee, 1st year, \$7143 2nd year, \$8438	Junior Engineer, Grade 15
Transportation Planning Aide Trainee 1st 13 weeks \$5564 2nd 13 weeks \$5827	Transportation Planning Aide, Grade 5
Transportation Rates Examiner Trainee, \$9590	Transportation Rates Examiner, Grade 14
Unemployment Insurance Investigator Trainee, \$9590	Unemployment Insurance Investigator, Grade 14
Unemployment Insurance Reviewing Examiner Trainee, \$9590	Unemployment Insurance Reviewing Examiner, Grade 14
Urban Planner Trainee, \$9590	Urban Planner, Grade 14
Youth Division Counselor Trainee I, \$9590	Youth Division Counselor, Grade 18
Youth Division Counselor Trainee II, \$11190	
* Environmental Conservation Officer Trainee I, \$8965	Environmental Conservation Officer, Grade 14
Environmental Conservation Officer Trainee II, \$10060	

INCREASED HIRING RATES and VARIOUS SALARY DIFFERENTIALS

Location Pay Differential

Employees, except part-time or seasonal employees, whose principal place of employment or whose official station is located in the City of New York or the counties of Monroe, Nassau, Rockland, Suffolk or Westchester receive location pay at the rate of

\$200 per year

Inconvenience Pay Differential

Persons, exclusive of part-time or seasonal employees, who are required to work a tour of duty which includes four or more hours between the hours of 6 p.m. and 6 a.m. - exclusive of any hours for which overtime compensation is paid - are entitled to inconvenience pay for such tour at the following rate:

\$400 per year - for employees in the Administrative, Operational, Institutional, and Professional, Scientific and Technical Services Negotiating units or in positions designated Management/Confidential.

\$300 per year - for employees in the security services negotiating unit.

Increased Minimum Hiring Rates

<u>Title and Grade</u>	<u>Temporary Minimum Salary</u>	<u>Location</u>
Assistant State Accounts Auditor, Grade 14	2nd yr. rate \$10,582	New York City, and Nassau, Suffolk, Rockland and Westchester counties
Clinical Physician I, Grade 32	4th yr. rate \$29,141	Gowanda State Hospital
Clinical Physician II, Grade 34	2nd yr. rate \$30,376	Gowanda State Hospital, Dannemora and J. W. Adam State School
Examiner of Municipal Affairs, Grade 14	2nd yr. rate \$10,582	New York City, and Nassau, Suffolk, Rockland and Westchester counties
Head Laundry Supervisor, Grade 12	3rd yr. rate \$9831	Auburn
Jr. Bank Examiner, Grade 14	2nd yr. rate \$10,582	Statewide
Jr. Resources and Reimbursement Agent, Grade 12	2nd yr. rate \$9440	Statewide
Laborer, Grade 6	2nd yr. rate \$6759	Westchester and Monroe counties
Medical Specialist I, Grade 32	4th yr. rate \$29,141	Gowanda State Hospital
Nurse I, Grade 13	2nd yr. rate \$9999	New York City, and Nassau, Suffolk, Westchester and Rockland counties

<u>Title and Grade</u>	<u>Temporary Minimum Salary</u>	<u>Location</u>
Nurse II, Grade 15	2nd yr. rate \$11,190	New York City, and Westchester, Rockland, Nassau and Suffolk counties
Nurse (Psychiatric) II, Grade 15	2nd yr. rate \$11,190	New York City, and Rockland, Nassau and Suffolk counties
Nurse (Psychiatric-TBS) II, Grade 16	2nd yr. rate \$11,824	New York City, and Nassau and Suffolk counties
Nurse (Rehabilitation) II, Grade 15	2nd yr. rate \$11,190	Rockland, Nassau and Suffolk counties
Nurse (TBS) I, Grade 14	2nd yr. rate \$10,582	New York City, and Nassau, Suffolk, Westchester and Rockland counties
Pharmacist, Grade 17	5th yr. rate \$13,966	New York City
Physical Therapist, Grade 15	4th yr. rate \$12,080	Willowbrook State School
Psychiatrist I, Grade 32	4th yr. rate \$29,141	Gowanda State Hospital
	2nd yr. rate \$27,371	Elmira Psychiatric Center
Radiologic Technologist, Grade 9	5th yr. rate \$9004	New York City
	3rd yr. rate \$8318	Nassau, Suffolk, Rockland and Westchester counties
Radiologic Technologist (TBS), Grade 10	3rd yr. rate \$8797	Suffolk county
Senior Physical Therapist, Grade 17	3rd yr. rate \$12,988	Willowbrook State School
Senior Radiologic Technologist, Grade 12	3rd yr. rate \$9831	New York City
	2nd yr. rate \$9440	Nassau, Suffolk, Rockland and Westchester counties
Senior Radiologic Technologist (Therapeutic), Grade 12	3rd yr. rate \$9831	New York City
	2nd yr. rate \$9440	Nassau, Suffolk, Rockland and Westchester counties
Senior Radiologic Technologist (TBS), Grade 13	2nd yr. rate \$9999	Suffolk county

Geographic Area Pay Differentials

<u>Title and Grade</u>	<u>Amount</u>	<u>Location</u>
Health Services Nurse, Grade 13	\$575 400	New York City Nassau, Suffolk, Rockland and Westchester counties
Nurse I, Grade 13	575 400	New York City Nassau, Suffolk, Rockland and Westchester counties
Nurse (TBS) I, Grade 14	575 400	New York City Nassau, Suffolk, Rockland and Westchester counties
Nurse II, Grade 15	450 275	New York City Nassau, Suffolk, Rockland and Westchester counties
Nurse (Psychiatric) II, Grade 15	450 275	New York City Nassau, Suffolk, Rockland and Westchester counties

<u>Title and Grade</u>	<u>Amount</u>	<u>Location</u>
Nurse (Psychiatric-TBS) II, Grade 16	\$275	Nassau, Suffolk, Rockland and Westchester counties
Nurse (Rehabilitation) II, Grade 15	275	Nassau, Suffolk, Rockland and Westchester counties
Nurse Administrator I, Grade 19	200	New York City
Nurse Administrator (Pediatrics) I, Grade 19	200	New York City
Nurse Administrator (Psychiatric) I, Grade 19	200	New York City
Nurse Anesthetist, Grade 19	200	New York City
Nurse Instructor, Grade 19	200	New York City
Principal Radiologic Technologist, Grade 15	200	New York City
Principal Radiologic Technologist (Therapeutic), Grade 15	200	New York City
Radiologic Technologist, Grade 9	575	New York City
	400	Nassau, Suffolk, Rockland and Westchester counties
Radiologic Technologist (Therapeutic), Grade 9	575	New York City
	400	Nassau, Suffolk, Rockland and Westchester counties
Radiologic Technologist (TBS), Grade 10	575	New York City
	400	Nassau, Suffolk, Rockland and Westchester counties
Senior Radiologic Technologist, Grade 12	450	New York City
	275	Nassau, Suffolk, Rockland and Westchester counties
Senior Radiologic Technologist (Therapeutic), Grade 12	450	New York City
	275	Nassau, Suffolk, Rockland and Westchester counties
Senior Radiologic Technologist (TBS), Grade 13	450	New York City
	275	Nassau, Suffolk, Rockland and Westchester counties
Supervising Operating Room Nurse, Grade 19	200	New York City

Shift Pay Differentials

<u>Title and Grade</u>	<u>Amount</u>	<u>Location</u>
Community Mental Health Nurse, Grade 19	\$1200	New York City
	700	Nassau, Suffolk, Rockland and Westchester counties
Nurse I, Grade 13	1200	New York City
	700	Nassau, Suffolk, Rockland and Westchester counties
Nurse (TBS) I, Grade 14	1200	New York City
	700	Nassau, Suffolk, Rockland and Westchester counties
Nurse II, Grade 15	1200	New York City
	700	Nassau, Suffolk, Rockland and Westchester counties
Nurse (Psychiatric) II, Grade 15	1200	New York City
	700	Nassau, Suffolk, Rockland and Westchester counties

<u>Title and Grade</u>	<u>Amount</u>	<u>Location</u>
Nurse (Psychiatric-TBS) II, Grade 16	\$1200 700	New York City Nassau, Suffolk, Rockland and Westchester counties
Nurse (Rehabilitation) II, Grade 15	1200 700	New York City Nassau, Suffolk, Rockland and Westchester counties
Nurse Administrator I, Grade 19	1200 700	New York City Nassau, Suffolk, Rockland and Westchester counties
Nurse Administrator (Pediatrics) I, Grade 19	1200 700	New York City Nassau, Suffolk, Rockland and Westchester counties
Nurse Administrator (Psychiatric) I, Grade 19	1200 700	New York City Nassau, Suffolk, Rockland and Westchester counties
Nurse Administrator (Rehabilita- tion) I, Grade 19	1200 700	New York City Nassau, Suffolk, Rockland and Westchester counties
Nurse Anesthetist, Grade 19	1200 700	New York City Nassau, Suffolk, Rockland and Westchester counties
Nurse Instructor, Grade 19	1200 700	New York City Nassau, Suffolk, Rockland and Westchester counties
Supervising Operating Room Nurse, Grade 19	1200 700	New York City Nassau, Suffolk, Rockland and Westchester counties

Common Codes

EXPLANATION OF CODES

JC: Jurisdictional Classification

- 0 - Competitive Class
- 1 - Non-Competitive Class
- 2 - Exempt Class
- 3 - Labor Class
- 4 - Unclassified Service
- 5 - Other
- 6 - Pending Non-Competitive Class
- 7 - Pending Exempt Class
- 8 - Pending Labor Class
- T - Trainee Title (Usually Competitive)

BARG: The number in this column indicates the Negotiating Unit or M/C Group to which positions in the class have been assigned. Absence of a number means that a determination on the appropriate Negotiating Unit is pending.

- 01 - Security Services
- 02 - Administrative Services
- 03 - Operational Services
- 04 - Institutional Services
- 05 - Professional Scientific and Technical Services
- 06 - Management/Confidential
- 07 - Troopers and Non-Commissioned State Police Officers
- 08 - Professional Service-SUNY
- 09 - Teachers Retirement System
- 10 - Thruway M/C
- 11 - Thruway Toll, Maintenance and Clerical
- 12 - Thruway Professional, Technical and Supervisory
- 13 - SUNY M/C
- 15 - NYS Bridge Authority
- 16 - NYS Housing Finance Agency
- 17 - State Police - Officers
- 18 - State Police M/C
- 20 - E. Hudson Parkway Authority

AGENCY:

The numbers used in this column correspond to the Agency/Division code assigned by the Department of Audit and Control. "xxxx" indicates that a title is used in more than one agency and "xx" following the first two digits indicates use of the title in multiple locations within a single agency.

SPECS:

The numbers used in this column correspond to those used on the official class specifications issued by the Division of Classification and Compensation. Absence of a number in this column means that no specification has been issued for this class.