

New York State Department of Civil Service

THE STATE OFFICE BUILDING CAMPUS • ALBANY, NEW YORK 12226

Commission

Mrs. Ersal H. Poston

President

Michael N. Scelsi

Charles F. Stockmeister

John J. Mooney

Administrative Director


March 1975

A revised copy(s) of the New York State Title and Salary Plan, which lists all officially approved classes as of December 16, 1974 is enclosed. Schedule A of this Plan lists all allocated classes used for permanent positions in the competitive, non-competitive and labor jurisdictional classes. Schedule D of this Plan lists all other classes. This revision replaces all previous editions of this Plan. Please destroy all previous editions.

It is extremely important that this Plan be available to personnel and payroll staff who are regularly involved in the preparation or review of classification and personnel transactions forms in your agency. Please be sure that this revised Plan is available to this staff. If you need additional copies of the Plan, let us know and we will send additional copies while our supply lasts.

The proper use of the information contained in this Plan is essential to the accurate maintenance of the Automated Position/Personnel System. This is particularly true regarding the preparation of classification documents (Forms CC-1, CC-2, CC-3 and Forms CC-1A, CC-2A and CC-4T). If you or your staff have any questions on the preparation of these classification forms please contact the Technical Section of this Division which serves your agency.

In the past some errors in the Automated Position/Personnel System have occurred as a result of the use of CC-2A Forms for other than classification purposes, e.g., position transfers, line item number changes, etc. If you or your staff have questions on the use of the CC-2A Form for transactions not involving changes in classification please contact Mr. John Soffey in this Department at 457-2753.


Bertrand J. Galvin
Director of Classification
and Compensation

Enclosure