

NEW  
YORK  
STATE



STATE  
PERSONNEL MANAGEMENT  
MANUAL SYSTEM

TITLE  
AND  
SALARY PLAN



DEPARTMENT OF CIVIL SERVICE

NEW YORK STATE PERSONNEL MANAGEMENT MANUAL SYSTEM  
STATE TITLE AND SALARY PLAN  
TRANSMITTAL MEMORANDUM #1  
AUGUST, 1982

Enclosed is the most recent revision (July 20, 1982) of the New York State Title and Salary Plan. PLEASE DESTROY ALL PREVIOUS EDITIONS OF THIS PLAN.

Part A of this plan lists alphabetically titles for all established classes in the competitive, noncompetitive, exempt, and labor jurisdictional classes.

Part B of this plan lists titles, which have been allocated to a salary grade, in numeric sequence by title code.

Part C of this plan groups all titles in a single negotiating unit together in ascending salary grade order.

Part D of this plan lists titles for all unclassified service positions and titles which were pending Budget Division approval at the time of this revision.

The stars which precede about 550 of the titles in the plan indicate those titles for which new positions may be classified under "short-form classification" CC-1A procedure. In addition, existing positions may be reclassified to these titles by using Form CC-2A.

We also call your attention to the column headed "STNDS/SPECS" which shows whether Classification Standards or Classification Specifications have been published for the title. A code of four numbers indicates a pre-1976 series specification. A code of seven numbers followed by letter "F" indicates that a final Classification Standard or post-1976 Specification has been issued, while seven numbers followed by letter "T" indicates that a tentative Classification Standard or post-1976 Specification has been published. Tentative Standards or Specifications have only limited distribution. The seven numbers represent the "Occ. Code" which is usually, but not always the same as the Title Code.

It continues to be extremely important that a copy of this plan be available to personnel and payroll staff. PLEASE BE SURE THAT THIS REVISED PLAN IS AVAILABLE TO THAT STAFF. If you need additional copies of the plan, contact the Division of Classification and Compensation and we will send more while our supply lasts.

Explanation of the coding commonly used in two of the more important columns contained in this plan is provided below.

JC - Jurisdictional Classification

- 0 - Competitive
- 1 - Noncompetitive Class
- 2 - Exempt
- 3 - Labor Class
- 4 - Unclassified Service
- 5 - "Other"
- 6 - Pending Noncompetitive
- 7 - Pending Exempt
- 8 - Pending Labor

Neg U - Negotiating Unit

- 01 - Security Services
- 02 - Administrative Services
- 03 - Operational Services
- 04 - Institutional Services
- 05 - Professional, Scientific,  
and Technical Services
- 06 - Managerial/Confidential
- 61 - Security Supervisors
- 09 - NYS Teachers' Retirement System
- 16 - NYS Housing Finance Agency
- 66 - Public Employment Relations  
Board