

NEW
YORK
STATE



STATE
PERSONNEL MANAGEMENT
MANUAL SYSTEM

TITLE
AND
SALARY PLAN



DEPARTMENT OF CIVIL SERVICE

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE

TITLE AND SALARY PLAN

TRANSMITTAL MEMORANDUM NO. 4

JULY, 1985

PAGE 1 OF 2

Retain this memorandum until the next one is received.

Enclosed is the most recent revision of the New York State Title and Salary Plan. This replaces Transmittal Memorandum No. 3 and Advisory Memoranda Nos. 84-11 through 17; and 85-01 through 06.

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 lists titles, which have been allocated to a salary grade, 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.

SECTIONS A AND D CONTAIN THE FEDERAL OCCUPATIONAL CATEGORY (FOC) CODES WHICH ARE USED FOR VARIOUS STATISTICAL REPORTING PURPOSES.

The stars which precede about 460 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 published, 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. If there is no number in the STNDS/SPECS column, there is no Standard or Specification.

Please check the Title and Salary Plan before contacting the Division of Classification and Compensation for Standards and Specifications. If agency staff require copies of a particular Standard or Specification, please photocopy the original from your files.

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.

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PAGE 2 OF 2

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
- 67 - Housing and Community Renewal -
Rent Administration

Enclosure