

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. 6

March, 1989

PAGE 1 OF 2

File this material in the section of the manual referenced above.

RETAIN THIS MEMORANDUM UNTIL THE NEXT ONE IS RECEIVED

Enclosed is the most recent revision of the New York State Title and Salary Plan (January 1989), replacing the July 1986 edition. Destroy earlier Advisory Memos except for 88-11 thru 88-14, 88-16 and 89-01.

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

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

Part C lists titles, which have been allocated to a salary grade, in ascending salary grade order.

Part D 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 450 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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Explanation of the coding commonly used in three of the columns contained in this plan is provided below:

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

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

FOC Federal Occupational Categories

- A Officials and Administrators
- B Professionals
- C Technicians
- D Protective Service Workers
- E Paraprofessionals
- F Office and Clerical
- G Skilled Craft Workers
- H Service/Maintenance

Enclosure