



STATE OF NEW YORK
 DEPARTMENT OF CIVIL SERVICE
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COMMISSION

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MEMORANDUM

CANDICE T. CARTER
 EXECUTIVE
 DEPUTY COMMISSIONER

TO: Recipients of 1993 Title and Salary Plan Revision

FROM: Director of Classification and Compensation

DATE: January, 1993

Enclosed is your agency's supply of updated Title and Salary Plans (January 1993). For most of you the number of Title and Salary Plan documents transmitted represents a reduction in the number you received previously. This Title and Salary Plan also contains only Parts A and D. These changes are due to funding reductions here. We ask that you reproduce sufficient copies locally for your agency's needs. Please be sure that your payroll preparation unit receives a copy.

We have discussed with the Personnel Council the possibility of making Title and Salary information available through other media. This results from a continuing effort to reduce costs, reduce reliance on hard copy and make better use of today's technology. For instance, those agencies who have access to APPS should be able to access Title and Salary information directly at any APPS Terminal in the near future.

We are also experimenting with making Title and Salary data available via computer diskette. A download of the Title File in ASCII format, readily convertible to most database management systems, fits conveniently on a high density floppy diskette. This method provides the agency with the flexibility to create a database on a PC and sort file data in differing arrays, such as by salary grade, bargaining unit, Federal occupational category, etc. The database would be maintained and updated locally from our monthly Title and Salary Determination transmittals. Agencies wishing to obtain the data in disk format should contact Paul Laramie of my staff on (518) 485-7203 for details.

W. Barry Lorch
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Enclosures