

Glossary of Classification & Compensation Terms

1A: A designation in the Title and Salary Plan that identifies titles in which positions may be classified without the attachment of a detailed duties description from the requesting agency at the time the NYSTEP transaction is submitted. The C&C Analyst may require that the Reviewable Record be submitted either before or after a determination is made on the request.

Allocate: To assign a class to a grade in the salary schedule based on an evaluation of its duties and responsibilities. To reallocate is to change the existing allocation of a class to a different salary grade in the schedule.

Appeal: Application to the Civil Service Commission to review a determination of the Director of Classification and Compensation under provisions provided in the Civil Service Law.

Appointment Above the Minimum: Section 131.1(a) of the Civil Service Law provides that the Director of Classification and Compensation may authorize additional compensation, called an Appointment Above the Minimum (i.e., minimum is the statutory Hiring Rate of a salary grade), not to exceed the Job Rate of the salary grade of the title to which a person is to be appointed, when the training or experience of the appointee substantially exceeds requirements necessary for appointment. All such determinations are subject to the approval of the Director of the Division of the Budget.

Base Annual Salary: Salary before the addition of Special Salary Treatments (i.e., Geographic or Shift Pay Differentials), Inconvenience Pay, overtime compensation, and other pay supplements.

Class (or Class of Positions): Positions sufficiently similar in respect to duties and responsibilities such that the same title may be used to designate each position in the group, the same salary may be equitably applied, the same qualifications required, and the same examination used to select qualified employees.

Classification Standard: A detailed statement of the criteria for classifying positions under a title, including distinguishing characteristics, illustrative duties, and minimum qualifications. Classification Standards for titles can be found by locating the title on the web-based Title and Salary Plan and if the title code is [blue and underlined](#), a click on the number will produce the standard.

Classified Service: Positions in the Civil Service of the State that are not in the Unclassified Service; the Classified Service is divided into four jurisdictional classes: competitive, non-competitive, exempt, and labor.

Classify: To group positions according to similarity of their duties and responsibilities and assign a class title; to determine the appropriate classification of a new position.

Competitive Class: The jurisdictional class composed of positions for which it is practicable to determine the merit and fitness of applicants by competitive examination. Positions are in the competitive class unless the Civil Service Commission specifically places them in a different jurisdictional class.

Decentralized Agencies: Refers to the administrative flexibility afforded to certain pre-approved agencies. These pre-approved agencies are authorized by the Director of the Division of Classification and Compensation to classify and reclassify positions using "Short Form" transactions (i.e., 1A and 2A on NYSTEP) for all titles that have a Classification Standard provided the agency has at least one position classified in the title, and for interdepartmental titles (IDP titles) for which a tentative or final Classification Standard has been issued.

Decentralized Classification Program: A program administered by the Division of Classification and Compensation that provides for expedited review of classification requests for specific titles or for authorized agencies. The program consists of two parts: Decentralized Agencies and Decentralized Titles. This program should not be confused with decentralization terminology used by other State agencies. Under the Decentralized Classification Program, and to comply with the State Internal Controls, agencies are required to maintain a Reviewable Record to support each transaction. Records should be stored in electronic formats and should be prepared in full prior to submission of any transaction in NYSTEP. All such records must be available for audit by the Division of Classification and Compensation.

Decentralized Titles: Titles for which the duties and organizational placement are so well understood and documented that extensive review of each transaction involving these titles by the Division of Classification and Compensation is not necessary. Decentralized Titles are categorized in two groups:

- A. Under the "1A" column on the Title and Salary Plan, the designation of "Y" indicates that a title is considered a Decentralized Title.
- B. Under the "Decntrl Lvl" column on the Title and Salary Plan, the designation of "S" indicates that a Decentralized Title is considered appropriate for "Pass-Through" classification to the Division of the Budget (i.e., no Pre-Audit Review by the Division of Classification and Compensation) when an agency has or had positions in the title within the 12 months previous to the date of the transaction and the agency requests the normal title attributes.

Downstate Adjustment: Negotiated pay added to base annual salary of employees whose principal place of employment or whose official station is located in the City of New York or the counties of Nassau, Rockland, Suffolk, or Westchester. It was formerly known as Location Pay in the New York City area and is still referred to as Location Pay for certain employees in Monroe County. Managerial/Confidential (M/C) employees are also eligible for this pay.

Duties Description (or Position Description): A statement of the specific duties and responsibilities that make up a position.

Duties and Responsibilities: The work that is assigned to a position and the matters for which the employee is held accountable.

Earmark: The term used when a position has been designated for restudy before refilling once the position becomes vacant. An earmark may be placed by the Division of Classification and Compensation, the Civil Service Commission, or the Division of the Budget.

Employee Application (CC-2E): A request submitted to the Division of Classification and Compensation by an employee for a change in title and/or salary.

Exempt Class: The jurisdictional classification of positions deemed impracticable to fill by tests of any kind. No minimum training and experience requirements are established for exempt positions. Only a small percentage of the State workforce is in jobs in the exempt jurisdictional class and employees in these positions have no civil service rights.

Geographic Pay Differential: Section 130.7 of the Civil Service Law provides that the Director of the Division of Classification and Compensation may authorize payment of additional compensation, called a Geographic Pay Differential, to State employees in one or more areas of the State when private or other non-State employers in such areas pay substantially higher wage rates for a similar occupation. All such determinations are subject to the approval of the Director of the Division of the Budget

Hazardous Duty Differential: Section 130.9 of the Civil Service Law provides that the Director of the Division of Classification and Compensation may authorize payment of additional compensation, called a Hazardous Duty Differential, to employees exposed to hazardous working conditions in certain locations and under specified criteria for "people-related hazards." All such determinations are subject to the approval of the Director of the Division of the Budget.

Hiring Rate: The statutory minimum salary of a position as prescribed under Section 130 of the Civil Service Law.

Inconvenience Pay: Negotiated pay added to the base salary when an employee (other than part-time or seasonal employees) regularly works four or more hours between the hours of 6 p.m. and 6 a.m., exclusive of any hours for which overtime compensation is paid. Managerial/Confidential (M/C) employees are also eligible for this pay.

Increased Hiring Salary: Section 130.4 of the Civil Service Law provides that the Director of the Division of Classification and Compensation may increase the minimum salary of a class, called an Increased Hiring Salary, whenever it is determined that it is impracticable to recruit for positions in that class at the hiring rate of the salary grade in one or all areas or locations of the State. All such determinations are subject to the approval of the Director of the Division of the Budget.

Job Audit (or Desk Audit): An employee interview conducted at the employee's desk or other regular work place to obtain information about duties and responsibilities performed. Job audits are conducted at the discretion of the Division of Classification and Compensation or as a response to an agency and/or employee request for review.

Job Rate: The statutory maximum salary of a position as prescribed under Section 130 of the Civil Service Law.

Jurisdictional Classification (JC): Placement by the Civil Service Commission of positions in the Classified Service in the non-competitive, labor, or exempt class; positions in exempt or non-competitive classes must be specifically so-named in the Rules for the Classified Service, which, in the State service, are subject to the approval of the Governor.

Labor Class: The jurisdictional classification of positions for which competitive tests are impracticable because of the unskilled nature of the duties. Minimum qualifications for labor class positions are generally not established. However, applicants for positions in this class may be required to demonstrate their ability to do the job.

Location Pay: Compensation added to basic annual salary of employees whose principal place of employment or whose official station is located in Monroe County. This is a negotiated benefit, which applies to Managerial/Confidential (M/C) employees also.

Long Form Transactions: Refers to NYSTEP transactions submitted on forms 4N and 4R. These forms are used for classification requests that entail titles not designated as "1A" in the Title and Salary Plan. These NYSTEP requests cannot be submitted without the attachment of full supporting documentation (i.e., letter of justification, full duties description, organization chart), hence, the "Long Form"

label. Full case analysis is conducted by the C&C Analyst prior to rendering a determination.

Mid-Hudson Adjustment: Negotiated pay added to base annual salary of employees whose principal place of employment or whose official station is located in the counties of Orange, Dutchess, or Putnam. This is also afforded to Managerial/Confidential (M/C) employees.

Minimum Qualifications: Education, training, and/or experience requirements denoting the minimum standards that all candidates must possess to give reasonable assurance that they can perform satisfactorily.

Negotiating Unit (NU): Also referred to as a bargaining unit, it is the employee organization recognized by the Public Employment Relations Board (PERB) and by management; it represents groups of employees, based on their community of interest, in negotiations with management regarding the terms and conditions of employment.

Non-Competitive Class: The jurisdictional classification of those positions for which it is practicable to examine applicants as to their *qualifications*, but not practicable to conduct tests on a competitive basis.

NS (Non-Statutory): The administrative designation for salaries established by the Division of the Budget pursuant to the provisions of Section 44 of the State Finance Law for those positions not allocated to a statutory salary grade.

NYSTEP: Acronym for the New York State Electronic Personnel System which is the automated personnel and transaction processing system that allows State agencies to submit personnel transactions and classification requests to the Department of Civil Service. The data maintained in NYSTEP is the State's official record of items and appointments in the Classified Service.

Occupational Pay Differential: Section 130.13 of the Civil Service Law provides that the Director of the Division of Classification and Compensation may authorize additional compensation, called an Occupational Pay Differential, for employees serving in positions designated as Managerial/Confidential (M/C) in order to maintain appropriate salary relationships over subordinates who occupy positions within their same occupational series. All such determinations are subject to the approval of the Director of the Division of the Budget.

Occupational Study: The systematic review and analysis of an occupation as it exists in State government. It involves the identification and analysis of the job duties associated with all levels of titles in that occupation and the organizational and programmatic context in which jobs function. Occupational Studies are conducted by the Division of Classification and Compensation to determine whether a title series requires updating or a new title series needs to be created.

Organizational Survey: The systematic review and analysis of all positions, or a representative number of positions, in a specific organizational unit of one agency or of similar units in many agencies. Organizational Surveys are conducted to ascertain workflow and its impact on the duties and responsibilities of the positions within the organizational unit. Results are used to verify the appropriateness of existing classifications and as a tool for use in evaluating classification requests for additional positions.

OS (Other Statute): The administrative designation for salaries established by a statute other than the Civil Service Law.

Out-of-Title Work: Duties performed by an employee which are not appropriate to the title to which the employee has been appointed.

Parenthetic: A descriptive designation in parentheses following a common base title to distinguish a specialty within a given field, e.g., Head Clerk (Personnel).

“Pass-Through”: Classification or reclassification transactions, and certain pre-approved Appointment Above the Minimum (131.1a) transactions, that receive no Pre-Audit review by the Division of Classification and Compensation. These transactions bypass C&C and “pass through” immediately to the Division of the Budget for approval upon entry into NYSTEP by an agency. All such transactions are subject to electronic Post-Audit review by the Division of Classification and Compensation; however, some transactions are randomly selected for Pre-Audit and, as such, are routed to the work list of a C&C Analyst.

Position: A group of duties assigned to be performed by a single employee. A position may be vacant or filled, full-time or part-time, temporary or permanent. Individual positions within each appointing authority are identified by a five-digit line item number.

Position Description (or Duties Description): A statement of the specific duties and responsibilities that make up a position.

Post-Audit Review: The review conducted by the Division of Classification and Compensation on all decentralized “Pass-Through” NYSTEP Short Form transactions and pre-approved Appointment Above the Minimum (131.1a) transactions, after they receive fiscal approval by the Division of the Budget. Such review consists of an analysis of the Reviewable Record.

Pre-Audit Review: The review conducted by the Division of Classification and Compensation on all NYSTEP Long Form transactions and some Short Form transactions, before a determination is made. Such review consists of an analysis of the Reviewable Record.

Reallocate: To change the salary grade of a class with no change in title, duties or responsibilities.

Reclassify: To change the title of an existing position based on a change in the duties and responsibilities.

Reviewable Record: To comply with State Internal Controls, State agencies are required to maintain a Reviewable Record to support each transaction (Long Form transactions and Short Form transactions). Reviewable Records must be stored in electronic formats and be prepared in full prior to the submission of any transaction in NYSTEP. Reviewable Records must contain: justification explaining why the position is needed; a detailed position description and minimum qualifications; an organization chart indicating the relationship of positions; and any other information as directed by the Division of Classification and Compensation. All such Reviewable Records must be available for audit by the Division of Classification and Compensation.

Safety Incentive Differential: Section 130.9 of the Civil Service Law provides that the Director of the Division of Classification and Compensation may authorize payment of additional compensation, called a Safety Incentive Differential, to employees exposed to hazardous working conditions in certain locations and under specified criteria for “non-people-related hazards.” All such determinations are subject to the approval of the Director of the Division of the Budget.

Salary Grade (SG): The designation attached to a title that indicates the level of compensation in accordance with Section 130 of the Civil Service Law.

Salary Survey: A study of salaries paid by other employers for work comparable to that of selected classes.

Shift Pay Differential: Section 130.6 of the Civil Service Law provides that the Director of the Division of Classification and Compensation may authorize payment of additional compensation, called a Shift Pay Differential, to employees regularly assigned to work on a shift other than a normal day shift, in specific titles, or occupations under certain specified conditions. All such determinations are subject to the approval of the Director of the Division of the Budget.

Short Form Transaction: Refers to NYSTEP transactions submitted on forms 1A and 2A. These forms can only be used for classification actions for formally designated Decentralized Titles, i.e., those titles labeled as “1A” in the Title and Salary Plan. Decentralized Agencies may also use these forms for submitting classification requests using titles that have a tentative or final Classification Standard. These forms do not require supporting documentation to be *attached* to the NYSTEP transaction at the time of agency submission; hence, the “Short Form” label. However, appropriate comments must be supplied on the forms and

a Reviewable Record must be prepared and retained by each agency for audit review by the Division of Classification and Compensation.

Special Salary Treatments: The Civil Service Law authorizes the Director of the Division of Classification and Compensation to enhance baseline State salaries under certain circumstances. The general purpose of Special Salary Treatments is to assist State agencies as they address recruitment and retention difficulties. Special Salary Treatments include Increased Hiring Salaries, Shift Pay Differentials, Geographic Pay Differentials, Hazardous Duty Differentials, Safety Incentive Differentials, Occupational Pay Differentials, and Appointments Above the Minimum. The Director retains the statutory authority to reduce, enhance, or terminate (i.e., rescind) existing Special Salary Treatments.

Streamline: A Division of the Budget process allowing for the immediate fiscal approval of a NYSTEP transaction that meets specified criteria, either automatically or following review by the Division of Classification and Compensation. Generally Short Form Transactions that have no cost implications for New York State are streamlined, such as the reclassification of an item to a title allocated to a lower salary grade. For details see Items D-300 and D-310 in the *Budget Policy and Reporting Manual* which is available on the Department of Civil Service website.

Title: The label used to officially designate a class. It is descriptive of the work performed and its relative level within a title series or within an organization.

Title and Salary Plan: The Title and Salary Plan is the complete listing of job titles in the New York State Classified Civil Service (Classified Service). The Title and Salary Plan is arranged alphabetically by title for all established Competitive, Non-competitive, Exempt, and Labor Jurisdictional Class positions. The Title and Salary Plan contains title-specific information listed in multiple columns, such as, Title Code; Salary Grade (SG); Jurisdictional Class (JC); Negotiating Unit (NU); Classification Standard Number (STD No); and Decentralization Status (1A and Decntrl Lvl).

Title and Salary Plan Search Engine: A web-based search engine that allows for the retrieval of the most up-to-date title and allocation information by a variety of fields, including keywords, occupational groupings (the first two digits of the title code), salary ranges and jurisdictional classes.

Title Code: A seven-digit numeric label given to each title in the Title and Salary Plan that designates the occupational group, the title series within the occupational group, the level of the title within the series, and the parenthetical designation, if any.

Title Series: A group of titles (two or more) that perform similar duties but at different levels of responsibility.

Title Structure Change: The change in the title of a class for the purpose of improving the State title structure, involving no significant changes in duties or responsibilities.

TPM (Title and Position Management): The application within NYSTEP which contains all classification and compensation actions for Classified Service titles.

Trainee Plan: A formal employee development plan (which is required for the creation of a traineeship) approved by the Department of Civil Service and the Division of the Budget governing the appointment and advancement of employees in training leading to permanent status.

Unclassified Service: Positions specified in Section 35 of the Civil Service Law that are outside the jurisdiction of the Civil Service Department. Examples are: elected officers, appointees of the Governor or Legislature, including heads of departments and legislative employees, and employees in professional positions in certain colleges and all those persons whose principal functions are teaching or supervision of teaching in a public school, academy or college, or in the State University.