

Position Classification: Forms, Documentation and Audit Status

TITLES				FORMS				AUDIT			
Decentralized Agency	Class Standard	Decent Lvl	1A	Short Form 1A 2A	Long Form 4N 4R	Comments Attached	Reviewable Record Attached	Pass-Through	Pre-Audit	Post-Audit	Random Pre-Audit
Yes	Yes	S	Y	√		Required	Optional	√		√	√
Yes	Yes	---	Y	√		Required	Optional		√		
Yes	Yes	---	---	√		Required	Optional		√		
Yes	No	S	Y	√		Required	Optional	√		√	√
Yes	No	---	Y	√		Required	Optional		√		
Yes	No	---	---		√	Optional	Required		√		
No	Yes	S	Y	√		Required	Optional	√		√	√
No	No	S	Y	√		Required	Optional	√		√	√
No	Yes	---	Y	√		Required	Optional		√		
No	No	---	Y	√		Required	Optional		√		
No	Yes/No	---	---		√	Optional	Required		√		

Standard, Decent Lvl, 1A: This information is available for each title in the Title and Salary Plan.

Comments: Required for all Short Form transactions; include the reason for the classification action, the organizational context of the position, and an attestation that the duties of the position have been compared to, and found consistent with, the Classification Standard for the title.

Reviewable Record: Required for all classification transactions; includes a position justification, a detailed duties description, an organization chart, and any other information requested by C&C. Must be attached to Long Form transactions at the time of submission; attachment to Short Forms is optional at the time of submission, but will be required if the transaction is selected for audit.

Pass-Through: Those transactions that automatically receive C&C approval when they are submitted and are forwarded directly to the Division of the Budget for fiscal approval, provided the agency has or had positions in the title within 12 months previous to the date of the transaction and the agency requests the standard title attributes.

Pre-Audit: Those transactions that are formally reviewed by C&C before a determination is made. The C&C Analyst will review the “Comments” and may request that the Reviewable Record be submitted for pre-determination audit.

Post-Audit: Those transactions that bypass C&C and “pass through” to the Division of the Budget. Following fiscal approval, C&C may select these transactions for post-determination audit at which time the “Comments” will be reviewed and the Reviewable Record may be requested.

Random Pre-Audit: “Pass-Through” transactions that are randomly selected by NYSTEP and routed to a C&C Analyst work list for a pre-determination audit (Pre-Audit).