



STATE OF NEW YORK

GEORGE E. PATAKI  
GOVERNOR

DEPARTMENT OF CIVIL SERVICE  
THE STATE CAMPUS  
ALBANY, NEW YORK 12239  
[www.cs.state.ny.us](http://www.cs.state.ny.us)

DANIEL E. WALL  
COMMISSIONER

JOHN F. BARR  
EXECUTIVE  
DEPUTY COMMISSIONER

## MEMORANDUM

TO: Directors, Human Resources Management/Personnel

FROM: Director, Division of Classification and Compensation

SUBJECT: Secretary 2, Grade 15 vs. Administrative Assistant, Grade 18

DATE: January 23, 2006

The following is in response to the request of the Personnel Council Sub-committee on Classification and Compensation for guidance on the classification criteria for Secretary 2, Grade 15, and Administrative Assistants, Grade 18.

Properly classified Secretary 2's, Grade 15, function as immediate staff assistants to individual program Directors/managers of significant organizational stature. They assist in the tracking and coordinating of organization business in addition to traditional secretarial duties. The duties are outlined in Classification Standard #2912000.

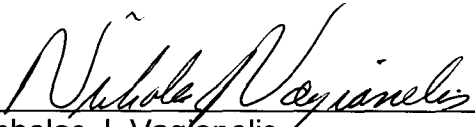
Properly classified Administrative Assistants, Grade 18, are established in organizations where, because of scale, it is necessary to devote a full-time professional position to the general staff administrative activities – personnel, budgeting, fiscal plans, organizational planning, office services, space planning, etc. The amalgam of duties is supportive of the organization and its operations, not the Division Director, etc., per se. The Grade 18 allocation lines up well with the Grade 18 professional administrative titles in the 52.6 category. The duties are outlined in Classification Standard #2801200. Similarly, we classify Senior Administrative Assistants, Grade 23, in very large organizations where that level can be supported.

Notwithstanding eligibility determinations which allow Secretary 2's, Grade 15, to be appointed to Administrative Assistant Trainee, the Administrative Assistant title is not an automatic classification progression from Secretary 2, Grade 15. Properly classified Administrative Assistants are **not** high level clerical/secretarial support positions; rather they are professional administrative positions expected to perform the full range of professional duties discussed above.

The analytical framework used by this Division centers on the evaluation of role and work products. If the work products are the result of assignments otherwise performed by professional

staff in the areas listed above, then Administrative Assistant, Grade 18, may be appropriate. While properly classified positions of Secretary 2, Grade 15, are designed to provide "administrative support" to their supervisors, the duties are not congruent with properly classified Administrative Assistants.

Questions in regard to this Division's guidance on this issue can be addressed to your classification analyst.



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Nicholas J. Vagianelis  
Director, Division of Classification  
and Compensation