

Classification and Compensation Requests:
Agency Manual

New York State Department of Civil Service
Division of Classification and Compensation

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Classification and Compensation Requests: Agency Manual

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Chapter 1

Introduction

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Introduction1

Introduction

The purpose of this manual is to provide instructions on how to establish positions and adjust rates of pay for Classified Service positions in New York State government. Its focus is on the business transactions that are submitted by the operating agencies of New York State government to the Division of Classification and Compensation at the NYS Department of Civil Service.

In this endeavor, the manual provides information on the statutory responsibilities of the Division of Classification and Compensation. It also provides specific guidelines on how to submit requests for new positions, how to change existing positions, and when and how to submit requests for Special Salary Treatments to address specific appointment, recruitment and retention problems. Detailed information is provided on how to prepare the documents that need to be submitted with these requests, such as duties descriptions, and where and how to obtain additional information.

In order to place the Classification and Compensation program within the context of public personnel administration in New York State the manual also includes an explanation of the legal environment for the administration of the merit system in New York State, and an overview of the roles and responsibilities of the New York State Civil Service Commission and the Department of Civil Service.

This manual provides updated information and replaces the previously published *Position Classification Manual (2002)* and the *SUNY Position Classification Manual (2005)*. It should be used in conjunction with two other manuals that contain additional information on the Classification and Compensation program in New York State.

State Personnel Management Manual (SPMM):

The *State Personnel Management Manual* is the official medium of the State Department of Civil Service for issuing personnel management policy and procedural statements. It is designed to be used as a guide for agency personnel administrators on the full scope of programs administered by the Department of Civil Service. Section 0800 provides information on all Classification and Compensation business functions.

NYSTEP/TPM User's Manual:

NYSTEP (**N**ew **Y**ork **S**tate **E**lectronic **P**ersonnel System) is the automated personnel system used by the operating agencies of New York State government to submit personnel transactions and classification requests to the Department of Civil Service and to the Division of the Budget. Accordingly, it is the official

repository for Classified Service employee appointment records, and position and title information.

There are separate manuals that provide step-by-step instructions on how to use the various NYSTEP program functions for processing all types of personnel transactions. These include the:

1. *NYSTEP/TPM User's Manual* (**T**itle and **P**osition **M**anagement) for reference when preparing and submitting all classification and compensation requests;
2. *NYSTEP/PER User's Manual* (**P**ersonnel) for reference when preparing and submitting employee appointment, status, and data update transactions;
3. *NYSTEP/OTWG User's Manual* for reference when processing out-of-title work grievances.

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Division of Classification and Compensation

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“Classification, briefly, is the grouping together of like things. The grocer, in sorting his products on shelves, will put all the cans of tomatoes together, all the cans of peaches, etc. He not only does that but he goes a step further. He puts all of one brand together.

“We are not dealing in tomatoes in classification but with positions. Therefore, classification is grouping together of positions that are so alike in their duties, their responsibilities and also their rate of pay that you can know them by one title. Therefore, you can adopt standard recruitment factors for the filling of those positions. You can treat them uniformly.”

*J. Earl Kelly
Director of Classification and Compensation
January 29, 1949*

Mr. Kelly was appointed as the first Director of Classification and Compensation in New York State in 1949. This is an excerpt from an address given at the Western New York Conference at the Hotel Rochester, January 29, 1949.

What is Classification and Why is it Necessary?

Every employer has a Classification and Pay Plan, no matter how simple it may be or by what name it is known.

For the efficient management of business, the kinds of work that need to be performed for the enterprise to succeed must be defined. With the definition of the work, the knowledge and skills needed for each job can be identified, which, in turn, lay the foundation for the recruitment and selection of people capable of performing the organization's work. Pay scales are developed based on the duties performed, the job requirements, and the market value for every class of work in the organization. The larger the business the more important it becomes to have reliable criteria for determining these essential facts.

New York State government is big business and its business is more varied than that of any one private employer within the State. No single employer is engaged in running an accounting firm, a large insurance business, a vast engineering and construction program, and numerous hospitals, schools and universities, while also being responsible for forest management and conservation, administering assistance to families in need, providing rehabilitation programs, securing public safety, and many other enterprises of similar size and importance.

The Division of Classification and Compensation

It is the responsibility of the Division of Classification and Compensation to define the types of work that need to be performed to carry out the many programs that are funded through taxpayer dollars. In defining work the Division must also determine the rate of pay that should be associated with each job class, with such pay in proper relationship to the rates of pay provided for other classes of work performed not only in New York State government, but also in the outside labor market. The foundation of the New York State Classification and Pay Plan is the principle of equal pay for equal work, which by statute is the official policy of the State.

All agencies must get approval from the Division to have new positions classified, and to change the titles of existing positions; to create and allocate new classes, and to change existing titles or salary grade allocations; to establish or modify minimum qualifications; and to approve and/or modify a variety of salary enhancements. Any determination made by the Division that has cost implications must be approved by the Division of the Budget.

In addition to reviewing requests from agencies, Division staff audit jobs, conduct organizational studies and occupational surveys, provide technical analysis and consultation to other divisions within the Department of Civil Service

regarding issues related to duties and responsibilities, and provide an opinion to the Governor's Office of Employee Relations in the review of out-of-title work grievances.

Section 117 of the Civil Service Law places the responsibility for the maintenance of the State Classification and Compensation Program with the Director of Classification and Compensation. The duties of the Director are enumerated in **Section 118 of the Civil Service Law** and apply to all State departments, agencies, offices, and numerous boards.

A glossary of common Classification and Compensation terms is provided in Appendix A.

Legal Environment

The basic law on civil service is the **New York State Constitution, Article V, Section 6**, which provides that "Appointments and promotions in the civil service of the state and all of the civil divisions thereof, including cities and villages, shall be made according to merit and fitness to be ascertained, as far as practicable, by examinations which, as far as practicable, shall be competitive." Article V also provides for additional credits in competitive examinations for disabled and non-disabled veterans. Since additional credits for veterans are inconsistent with the constitutional requirement of competition, it is necessary that the provisions for such credits be included in the Constitution itself.

The main body of all provisions pertaining to the administration of civil service procedures and requirements in the State service is contained in the **New York State Civil Service Law** and the **Rules for the Classified Service**. In addition, there are **Regulations of the State Civil Service Commission** and the **Regulations of the Department of Civil Service**. There is also a large body of federal law and case law that deal with civil service questions.

Civil Service Administration

The authority and responsibility for the administration of the Civil Service Law in State government is vested in the Department of Civil Service and the Civil Service Commission. While they are co-located in the same building, they have separate identities and functions.

The **Civil Service Commission** consists of three members appointed by the Governor, with the advice and consent of the Senate, for overlapping six-year terms. The President of the Commission is designated by the Governor from among the three members, and serves at the pleasure of the Governor.

The functions of the Commission may be described as quasi-legislative, appellate, and investigative. The quasi-legislative function involves the promulgation of rules and regulations governing the administration of civil service procedures and requirements. The appellate function involves hearing and determining appeals. These include appeals in disciplinary cases, appeals from examination ratings, performance rating appeals, and appeals from determinations of the Classification and Compensation Division. The Commission is also authorized to hear and determine appeals from most determinations made by the President as head of the Department of Civil Service.

In addition, the Commission has the authority to conduct investigations concerning any matter touching on the enforcement and effect of the Civil Service Law or Rules. In connection with such an investigation, the Commission or its designated representative may issue subpoenas, administer oaths, and interrogate witnesses. The Commission also approves merit awards for outstanding accomplishments or suggestions by State employees.

The President is also the Executive head of the **Department of Civil Service** and is responsible for carrying out all of the executive and administrative functions of the Department. These include, for example, the administration of the examinations program, which encompasses the scheduling, preparation, conduct and rating of examinations; fixing of minimum qualifications; establishing the type and conduct of tests; and deciding whether to hold an open-competitive or promotion examination in any given instance. Other examples of the administrative functions of the Department are the establishment and certification of eligible lists, the maintenance of employment rosters, the certification of payrolls, the provision of services for local jurisdictions, the maintenance and delivery of training programs, the administration of the health insurance program, and all matters of internal management of the Department, including the appointment and assignment of Department personnel.

Appendix E, which is a sample of a structural organization chart, illustrates the program divisions of the Department of Civil Service and the Department's relationship to the Civil Service Commission.

Appendix B illustrates the relationship of agency administrative offices with the Department of Civil Service and other outside agencies that have roles that impact on personnel administration in New York State. For additional information see Section 0200 of the *State Personnel Management Manual*, "Roles and Responsibilities for Personnel Management."

Chapter 3

Categories of Government Service

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Categories of Government Service

There are two broad categories of government service: the military service and the civilian service.

The NYS Military Law governs the military service. Employees covered under this statute include all employees, even civilians, who are employed by the Division of Military and Naval Affairs.

The NYS Civil Service Law defines the civilian or civil service as two separate groups of employees: the Unclassified Service and the Classified Service.

Unclassified Service

Section 35 of the Civil Service Law lists offices, positions and specific categories of positions that are in the Unclassified Service. In New York State agencies typically the only Unclassified Service positions are the department heads. In the State University system all positions in the professional service as determined by the Chancellor are in the Unclassified Service, such as Professor, Director of Admissions, Senior Counselor, Senior Staff Associate, Assistant Dean, and Academic Advisor.

The Division of Classification and Compensation does not have any authority over, or responsibility for, positions in the Unclassified Service. Such positions are not reviewed by the Division of Classification and Compensation or the Civil Service Commission and are not used as comparison positions when making classification, reclassification, or salary allocation determinations for Classified Service positions.

Classified Service

Section 40 of the Civil Service Law states that positions not in the Unclassified Service are in the Classified Service, and that such positions are divided into four classes or groups: the Competitive Class, the Non-competitive Class, the Exempt Class, and the Labor Class. The process of placing positions into these groups is referred to as **jurisdictional classification**. What distinguishes each jurisdictional class is the extent to which examination is practicable.

Jurisdictional Classification (JC)

The Civil Service Commission assigns State positions, other than competitive class positions, to a jurisdictional class. In order for a position to be placed outside of the competitive class an appointing authority must make a *written request to the Civil Service Commission* at the same time the request to create the new position is submitted to the Division of Classification and Compensation (see Chapter 6 of this manual, "Procedures," for details on how to submit these requests).

The jurisdictional classification of an item and/or a title indicates whether or not an appointing authority must use an eligible list to fill the item. For every title in the Title and Salary Plan the jurisdictional classification is listed in the column labeled "JC." On NYSTEP reports and panels, the "JC" designation is also noted. Each class is coded as follows:

- 0 -- Competitive Class
- 1 -- Non-competitive Class
- 2 -- Exempt Class
- 3 -- Labor Class
- 4 -- Unclassified Service
- 5 -- "Other" (generally Military Law positions)
- 6 -- Pending Non-competitive
- 7 -- Pending Exempt
- 8 -- Pending Labor

Competitive Class (0)

Section 44 of the Civil Service Law states that "the competitive class shall include all positions for which it is practicable to determine the merit and fitness of applicants by competitive examination..."

No action is required to place a position in the competitive class. All Classified Service positions are in the competitive class unless otherwise designated by the Civil Service Commission.

Non-competitive Class (1)

Section 42.1 of the Civil Service Law stipulates that the non-competitive class will consist 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. Generally, no written or oral tests are required for non-competitive class positions. If the position is in the non-competitive class, the appointing officer has freedom of selection provided the appointee meets the

educational, experience and other qualification requirements as may be fixed by the Department of Civil Service.

Generally this class consists of skilled trades positions, although it does include some positions of a higher level administrative, scientific or technical character, and positions involving a confidential relationship between the incumbent and the appointing officer.

The Civil Service Commission has authorized non-competitive jurisdictional classification for a large number of titles as listed in the "All State Departments and Agencies" section of Appendix 2 of the Rules for the Classified Service. These titles include Dental Assistants, Electricians, General Mechanics, Grounds Workers, and Hospital Attendants among others. These titles are listed in the Title and Salary Plan with the "JC" code of "1". This means that an item can be established in the non-competitive class without a formal request to the Civil Service Commission.

An appointing authority may request non-competitive jurisdictional classification for individual positions that would otherwise be classified in titles that are listed in the Title and Salary Plan as being in the competitive jurisdictional class (0). In these situations a formal request must be submitted to the Civil Service Commission requesting non-competitive class designation. Once the Civil Service Commission determines that placement in the non-competitive class is appropriate, the item(s) can be classified; however, such items are coded (6) as "pending non-competitive." The JC coding for the item(s) will be changed to (1), non-competitive, after the Civil Service Commission resolution so designating the position(s) has been approved by the Governor and filed with the Department of State. This process can take several months to complete. Until that time only temporary appointment(s) can be made to the item(s).

When the Commission determines that an item be placed in the non-competitive class, it also reviews it to determine whether or not it meets the statutory criteria of confidential or policy-making. If it does, the item is designated "phi" (ϕ) in the Rules for the Classified Service. Appointees of phi-designated items do not have tenure protection as stated in Section 75.1(c) of the Civil Service Law.

When individual positions are placed in the non-competitive class by action of the Civil Service Commission, Appendix 2 of the Rules for the Classified Service is amended. Each department has a separate listing of titles for which positions have been approved for non-competitive designation. If the title that is listed is not followed by a number in parentheses then that department may classify as many non-competitive class items without making a formal request to the Commission. If, however, the title is followed by a number in parentheses, that number indicates the total number of non-competitive class positions that

can be established without additional Commission action. If an agency needs more non-competitive class items classified in that title a formal request must be submitted to the Civil Service Commission at the same time that the request to classify the position is submitted to the Division of Classification and Compensation.

Exempt Class (2)

Section 41.1 of the Civil Service Law provides that the exempt class shall include "all other offices or positions for which the Civil Service Commission has determined it is not practicable to fill by competitive or non-competitive examination." If the position is in the exempt class the appointing officer may select any candidate because the appointee is not required by the Department of Civil Service to meet any educational, experience or other qualification requirements.

If an appointing authority determines that such broad discretion for appointment to a particular item is required, a formal request must be submitted to the Civil Service Commission at the same time that the request to create the item is submitted to the Division of Classification and Compensation. Once the Civil Service Commission determines that placement in the exempt class is appropriate, the item can be classified; however, such items are coded (7) as "pending exempt." The JC coding for the item will be changed to (2), exempt, after the Civil Service Commission resolution so designating the position has been approved by the Governor and filed with the Department of State. This process can take several months to complete. Until that time only a temporary appointment can be made to the item.

Positions authorized in the exempt class by action of the Civil Service Commission are listed in Appendix 1 of the Rules for the Classified Service. Each department has a separate listing of titles for which specific positions have been designated as being exempt. If the title that is listed is not followed by a number in parentheses then that department may establish *only one* position in that title. If, however, the title is followed by a number in parentheses, then that number of positions may be established in the exempt jurisdictional class without additional action by the Civil Service Commission.

Examples of exempt class positions include Counsel, Assistant Commissioner, and Executive Assistant. Within the State University system there are very few Classified Service positions authorized in the exempt class. Positions of Secretary and Confidential Aide have been authorized as exempt at the colleges, university centers and System Administration.

Labor Class (3)

Section 43 of the Civil Service Law defines the labor jurisdictional class as being comprised of all unskilled laborer positions, except those which can be examined for competitively. Qualifying tests may be required for appointment to labor class positions.

The addition of a title to the labor class does not require the approval of the Governor; therefore, once the Commission has determined that a title is appropriate for labor class designation, Appendix 3 of the Rules for the Classified Service is amended accordingly. There is no provision for limiting the number of labor class positions in a title. All labor class titles are listed in the Title and Salary Plan with a "JC" code of "3".

Examples include Maintenance Helper, Library Aide, Laborer, Cleaner, Security Services Aide, and Supply Assistant among others.

Resources

Our website contains multiple resources related to the Civil Service Commission, including the Appendices that list the titles in the Non-competitive, Exempt and Labor jurisdictional classes.

For additional information, see Section 0600, "Jurisdictional Classification," in the *State Personnel Management Manual*.

Negotiating Unit Assignments (NU)

Article 14 of the Civil Service Law, entitled the Public Employees' Fair Employment Act (also known as the Taylor Law), grants public employees the right to organize and to be represented by employee organizations. The statute also requires public employers to negotiate and enter into agreements with public employee organizations regarding the terms and conditions of employment. The Public Employment Relations Board (PERB) is the statutory agency responsible for administering the provisions of the Taylor Law.

Assignment of a title to a negotiating unit confers upon all employees of positions in that title certain rights as defined in the contractual agreements signed between Union officers (e.g., CSEA, PEF) and the Governor's Office of Employee Relations (GOER). Each employee union enters into collective negotiations with GOER every few years. These negotiations result in signed contracts that elaborate on the terms and conditions of employment for individuals in those bargaining units. Items that are negotiated include salary increases, provisions regarding out-of-title work, and employee health benefits, among others.

For the purposes of *position* classification, the negotiating unit assignment has been determined for all *existing titles*. The negotiating unit for every title in the Title and Salary Plan is listed in the column labeled "**NU**." On NYSTEP reports and panels, the "NU" designation is also noted.

If a *new title* is proposed, a negotiating unit assignment must be suggested by the appointing authority at the time the title is requested from the Division of Classification and Compensation. What follows are synopses of the criteria for the most common negotiating units for Classified Service titles. They should be reviewed when recommending a negotiating unit assignment. The number following each unit is the NU code as listed in the Title and Salary Plan and on NYSTEP. For additional information about the employee unions and other negotiating units, refer to the website of the NYS Governor's Office of Employee Relations at <http://www.goer.state.ny.us>.

Administrative Services Unit (ASU) (02)

The ASU is comprised primarily of office support staff and administrative personnel, e.g., Keyboard Specialists, Clerks, and Computer Operators. They are represented by the Civil Service Employees Association (CSEA).

Operational Services Unit (OSU) (03)

The OSU is comprised of craft workers, maintenance and repair personnel and machine operators, e.g., Maintenance Assistants, Cleaners, and Highway Maintenance Workers. They are represented by CSEA.

Institutional Services Unit (ISU) (04)

The ISU is comprised primarily of employees who are responsible for providing therapeutic and custodial care, e.g., Licensed Practical Nurses, Developmental Aides, and Food Service Workers. They are represented by CSEA.

Security Services Unit (SSU) (01)

The SSU includes security personnel (other than the State Police) and institution safety officers who have peace officer status in the Department of Correctional Services, e.g., Correction Officer, Correction Sergeant, and Institution Safety Officer. They are represented by the New York State Correctional Officers and Police Benevolent Association (NYSCOPBA).

Security Services Unit Non-Arbitration (SSUNA) (21)

The SSUNA includes security personnel and institution safety officers who are excluded from arbitration, e.g., Warrant and Transfer Officer, Safety and Security Officer, Security Services Assistant. They are represented by the New York State Correctional Officers and Police Benevolent Association (NYSCOPBA).

Security Supervisors Unit (SSPU) (61)

The SSPU is comprised of supervisory security personnel with peace or police officer status, e.g., Correction Lieutenant. They are represented by Council 82.

Security Supervisors Unit Non-Arbitration (SSPUNA) (91)

The SSPUNA is comprised of supervisory security personnel who are excluded from arbitration, e.g., Chief Safety and Security Officer, Chief Security Officer. They are represented by Council 82.

Agency Law Enforcement Services Unit (ALES) (31)

The ALES Unit includes personnel who have police or peace officer status, e.g., University Police Officer, Environmental Conservation Officer, and Park Police Officer. They are represented by Council 82.

Agency Law Enforcement Services Unit Non-Arbitration (ALESNA) (81)

The ALESNA Unit includes personnel who have police or peace officer duties and responsibilities but who are excluded from arbitration, e.g., Forest Ranger. They are represented by Council 82.

Professional, Scientific, and Technical Services Unit (PS&T) (05)

The PS&T unit is comprised primarily of professional and technical personnel. Professional experience, a license, or a degree is usually a prerequisite to being hired in most titles in this unit. It includes titles such as Attorney, Nurse, Accountant, and Social Worker. They are represented by the Public Employees Federation (PEF).

Managerial/Confidential Group (M/C) (06)

Section 201.7 of the Civil Service Law identifies several groups of employees who are not eligible to engage in collective negotiations with New York State and, as such, are not members of employee unions. One such group of employees are those whose positions have been designated “managerial” or “confidential” by the Public Employment Relations Board (PERB). The general criteria for the Managerial/Confidential (M/C) group include employees who formulate policy, assist directly in the conduct or preparation of collective negotiations, have a major role in personnel administration, or assist in a confidential capacity those employees who have employee relations responsibilities. Titles include Personnel Administrators, Labor Relations Representatives, and most exempt class titles.

The Public Employment Relations Board has followed the guidelines below for determining whether or not a title or a position is “managerial” or “confidential.”

Managerial Criteria:

- 1. Participation in the formulation of policy:** Formulating policy means having a direct and powerful influence at the highest level in determining the objectives of government or the agency and the means of achieving those objectives. Incumbents must participate regularly in the essential decision processes that result in policy proposals, selecting among options, and the decision to implement such policies. It does not extend to determining methods of operation that are merely of a technical nature.
- 2. Participation in collective negotiations:** Participation in collective negotiations requires direct involvement in or being a part of the preparation for negotiations, including the formulation of positions or proposals so as to be part of the decision-making process.
- 3. Major role in administration of negotiated agreements:** Major role in the administration of negotiated agreements means the responsibility to interpret the agreement both within and outside the grievance process, and includes only those whose authority in labor relations goes beyond traditional supervisory concerns. Supervisors who take part in first step grievance decisions do not meet this criterion if the decisions conform to policy or interpretations made at a higher level.
- 4. Major role in personnel administration:** Major role in personnel administration requires the exercise of independent judgment and cannot be clerical or routine in nature. Incumbents who, due solely to their supervisory responsibilities, are required to carry out personnel policies, do not meet this criterion.

Confidential Criterion: Positions work in a confidential capacity to managerial individuals in the personnel or labor relations areas described in items 2, 3, and 4 above and not to those who formulate policy (item 1). Such individuals must have regular access and exposure to information related to personnel matters and contract negotiations and administration.

On occasion an appointing authority may request that an individual *position* in a title that is assigned to a negotiating unit be designated Managerial/Confidential. At the time the position is requested from C&C, a justification for M/C designation must accompany the NYSTEP transaction. The justification must include an explanation of how the duties and responsibilities of the position meet the M/C criteria as described above (see Chapter 6 of this manual, "Procedures," for additional information).

Chapter 4

Resources

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Resources

The primary resources that are used in preparing position classification and compensation requests include the:

- *State Personnel Management Manual (SPMM)*
- New York State Title and Salary Plan
- Title and Salary Plan Search Engine
- Classification Standards
- *Guide to Writing Classification Standards*
- NYSTEP Records and On-line Reports
- Salary Schedules
- Special Salary Treatment Search Engine

Other equally valuable resources include:

- Job audits
- Meetings with program supervisors and managers
- Colleagues in other Personnel Offices
- Consultation with your Classification and Pay Analyst

State Personnel Management Manual (SPMM):

The *State Personnel Management Manual* is the official medium of the State Department of Civil Service for issuing personnel management policy and procedural statements. It is designed to be used as a guide for agency personnel administrators on the full scope of programs administered by the Department of Civil Service. Section 0800 provides information on all Classification and Compensation business responsibilities and will be referenced periodically in this manual as a source for additional subject-specific information. The entire text of the SPMM can be found on our website.

New York State Title and Salary Plan (TSP):

The Title and Salary Plan is the complete listing of all Classified Service job titles created by the Division of Classification and Compensation. It is also the source for all published Classification Standards. An alphabetical listing is located on our website and contains title-specific information including: Title

Code; Title Name; Salary Grade (SG); Jurisdictional Class (JC); Negotiating Unit (NU); Federal Occupational Code (FOC); Classification Standard Number (STD. NO.); Decentralization Status (1A and Decntrl Lvl); and other related information. For an explanation of all of the data fields, refer to the [SPMM, Section 0840, "Title and Salary Plan Elements."](#)

Title and Salary Plan Search Engine:

Located on our website, the TSP Search Engine 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. Definitions of all of the searchable data fields can be accessed by scrolling down below the template screen. Reports can be run with as few as one field of data or multiple fields of data.

For example, to run a report of the titles that are pre-approved for classification under the Decentralized Classification Program, the data field labeled "1A" should contain "is" and the box next to it should contain "yes." Then click "Submit Query." All titles that fit that criterion will be displayed in a report.

Similarly, a report can be run that lists all titles that contain the word "counselor" that exist only at the Department of Correctional Services. The "Agency" data field should contain "begins with" and in the next box type in "10," which are the first two digits of the agency code for the Department of Correctional Services. Next, have the "Title" data field filled with the word "contains" and type the word "counselor" in the next box. Then click "Submit Query." All titles that fit those criteria will be displayed in a report.

To read the Classification Standard for any specific title, click on the number listed in the "[STD. NO.](#)" column. All codes that are [blue and underlined](#) automatically link to the on-line Classification Standard.

Classification Standards:

Classification Standards are the official publications issued by the Division of Classification and Compensation to describe classes of positions. They illustrate the nature of the work, and scope of duties and responsibilities of the classes they describe. These documents are descriptive but are not all-inclusive as it is not possible to identify and describe all potential duties or assignments in a fluid, modern workplace. Rather, they are illustrative or representative of the activities, tasks and assignments associated with a given title. Incumbents of positions within a title may, at various times, be required to perform all of the tasks contained in a Classification Standard, and/or related tasks and activities not specifically identified therein. Existing Classification Standards are used to determine whether or not proposed duties for a position are reasonable as compared to the overall characteristics of the class.

Published Classification Standards can be accessed using the Title and Salary Plan Alpha Listing or the TSP Search Engine. If the number listed in the “STD. NO.” column is [blue and underlined](#) it constitutes a link to the document.

Guide to Writing Classification Standards:

If a classification request includes the creation of a new title, the requesting agency must prepare a draft Classification Standard for the proposed title and attach it to the NYSTEP transaction when it is submitted to the Division of Classification and Compensation. This *Guide* provides comprehensive directions on how to prepare these documents, including required and optional sections, technical guidance on how to write each section, and formatting guidelines. The *Guide* can be found on our website.

NYSTEP Reports:

NYSTEP (New York State Electronic Personnel System) is the electronic personnel system used by the State of New York to process personnel transactions and to submit classification requests to the Division of Classification and Compensation and to the Division of the Budget. It is also a repository of position and title information that can be helpful when preparing classification requests. There are numerous types of reports that can be compiled from NYSTEP records that are useful tools to use for analyzing a requested action. Detailed information about NYSTEP reports can be found in Chapter 16 of the *NYSTEP/TPM User's Manual*.

There are two specific NYSTEP reports that should be run prior to preparing a classification request: the Vacant Position Roster and the Earmark Status Report.

1. **Vacant Position Roster:** This report identifies unfilled positions for an agency, title code, or grade range within an agency. The data is current as of the close of the previous business day. This report should be run before submitting a request to classify a new position in an existing title. If there are vacant positions available in the title for which a new position has been requested, they should be used first before creating additional positions.
2. **Earmark Status Report:** This report lists all earmarked positions within an agency, and identifies the control agency that placed the earmark, the date the earmark was placed, and the name of the incumbent and/or encumbent of the earmarked position. The data is current as of the close of the previous business day. If there are earmarked items in the same title for which a classification action has been requested, the nature of the earmark should be clarified before proceeding with the request.

In addition to specialized reports, NYSTEP provides a case tracking system, referred to as **Work Load Tracking**. Users can search the status of requests in seven (7) categories: Long/Short Forms; 4D Salary Adjustments (Increased Hiring Rate, Geographic Pay Differential, Shift Pay Differential); 4S Salary Adjustments (Equivalent Qualifications and Increased Minimums); Maintenance (BD-98 and Earmarks); Exemptions and Waivers; Grievances; and Compensation Adjustments (NS positions). Information on how to conduct a search is found in Chapter 15, "Managing the Workload," in the *NYSTEP/TPM User's Manual*.

Salary Schedules:

Salary Schedules provide the dollar salary range associated with the grade of a title. Salary Schedules for the various bargaining units are periodically revised as a result of agreements reached during collective negotiations between the State and the certified employee organizations. In addition, a Salary Schedule is published periodically for positions designated by the Public Employment Relations Board as Managerial/Confidential. Current and archived salary schedules for multiple negotiating units are located on our website.

Special Salary Treatment Search Engine:

The Civil Service Law authorizes the Director of the Division of Classification and Compensation to enhance State salaries in order to assist State agencies in addressing recruitment and retention difficulties created by market circumstances. Detailed information about these provisions is contained in Chapter 9 of this manual, "Special Salary Treatments."

The **Special Salary Treatment Search Engine** is an advisory tool containing authorized additional salaries, including Increased Hiring Salaries (pursuant to Section 130.4 of the Civil Service Law), Shift Pay Differentials (pursuant to Section 130.6 of the Civil Service Law), and Geographic Pay Differentials (pursuant to Section 130.7 of the Civil Service Law). In using this search engine, which is located on our website, a Special Salary Treatment can be researched by **location, title, or both**. The search engine is an advisory tool; for official salary calculations, please contact the Bureau of State Payroll Services at the Office of the State Comptroller.

Chapter 5

Decentralized Classification Program

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Appendix C --- Position Classification: Forms, Documentation, Audit Status

Appendix D --- Position Classification and Reclassification Checklist

Decentralized Classification Program

The New York State Classification and Compensation Program is administered as a blend of centralized and decentralized decision-making. To facilitate decentralized decision-making, and to provide expedited review and processing of certain transactions, the Director of the Division of Classification and Compensation authorizes all operating agencies to classify or reclassify certain permanent, temporary, or seasonal positions in designated titles in accordance with the Decentralized Classification Program. There are two components to this program: Decentralized Titles and Decentralized Agencies.

Title Decentralization

All State agencies participate in the Decentralized Titles component. This program includes those titles for which the duties and organizational placement are so well understood and documented that extensive review by the Division of Classification and Compensation of each transaction for these titles is not necessary. Decentralized Titles are noted on the Title and Salary Plan in two ways:

- Under the "1A" column the designation of "Y" indicates that a title is a Decentralized Title; and
- Under the "Decntrl Lvl" column "S" indicates that the Decentralized Title is appropriate for "Pass-Through" classification to the Division of the Budget. When the transaction is submitted it is automatically approved by C&C, and is 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.

Agency Decentralization

This program is only available to those agencies that have been pre-approved for participation by the Director of Classification and Compensation. Agencies in this program can classify and reclassify positions 1.) For all titles that have a Classification Standard provided positions in that title already exist in the agency, and 2.) For interdepartmental titles (IDP titles) for which a tentative or final Classification Standard has been issued.

No class which is unique to an agency may be classified under this program by another agency, unless the title has been formally approved in that agency by the Division of Classification and Compensation following the submission of a Long Form transaction complete with justification letter, duties description and organization chart, and other pertinent documentation.

Designated Decentralized Agencies cannot reallocate classes, establish new titles, or authorize Special Salary Treatments.

Limitations

The following provisions describe exceptions to the two Decentralized Classification Program components described above:

- Positions in a Personnel Office setting may not be classified or reclassified under this program except to titles designated as “1A” in the Title and Salary Plan.
- A “Long Form” transaction (4N or 4R) must be submitted for an otherwise Decentralized Title if there are no positions classified in the title at the agency. The purpose is to ensure that the title is being used appropriately in the requesting agency. If approved, additional positions in that title may be (re)classified on a decentralized basis in that agency.
- A “Long Form” transaction (4N or 4R) must be submitted for an otherwise Decentralized Title if the position is to be established in an atypical organizational context, or if other than the normal attributes are being requested, e.g., a different negotiating unit or jurisdictional class.

NYSTEP Transactions

NYSTEP form 1A is used for decentralized classification of new positions.

NYSTEP form 2A is used for the decentralized reclassification of an existing position to an authorized title. In such instances, the determining factor in using this form is not the present title, but the title to which the position is being reclassified.

NYSTEP has been designed so that only transactions that are eligible for processing using the 1A and 2A forms can be submitted. If an ineligible title is used, an error message will appear indicating that the transaction cannot be completed as entered.

Documentation

“Short Form” transactions in NYSTEP (1A and 2A) are programmed so that an agency can submit a request without attaching any documents. Although supporting documentation need not be attached to the 1A or 2A transaction at the time of submission, information must be included on the “Comments” panel that states:

- 1.) The reason for the classification action,
- 2.) The organizational context of the position, and
- 3.) An attestation that the duties of the position have been compared to and found consistent with the Classification Standard for the title.

It is recommended that additional information be included that summarizes the functional responsibilities of the position(s) and how they meet the classification criteria for the title. This information is reviewed when the transaction is audited and will assist the C&C Analyst in determining whether or not to request that the entire Reviewable Record be submitted for audit.

Reviewable Record

Under the terms and conditions of the Decentralized Classification Program, and in compliance with State Internal Controls, a Reviewable Record of each transaction must be established and maintained by the requesting agency Personnel Office. The required Reviewable Record must consist of a position description, a brief memo or equivalent documentation that explains why the position was needed and how it meets the classification criteria for the title, and an organization chart. All records are to be stored in electronic formats and prepared in full prior to the submission of a transaction in NYSTEP. These records must be made available as requested by the Division of Classification and Compensation for either Pre-Audit or Post-Audit Review.

Position Descriptions

All positions classified within the framework of this program are required to have a duties description that includes all of the activities and tasks expected to be performed by an incumbent. Descriptions of positions classified in "1A" titles may be brief provided such information is sufficient to support the classification. See the "Duties Descriptions" chapter of this manual for guidelines.

While the foundation of the Decentralized Classification Program is the existence of Classification Standards for Classified Service titles, it should be noted that the Classification Standards are written to describe the broad scope of work that would be properly assigned to positions in these titles. The Standards cannot and do not include all of the work that might be appropriately assigned to all positions classified in these titles. Therefore, when writing position descriptions, the criteria as stated in the Classification Standard should not be copied. Rather, the position description or duties statement should reflect the tasks and activities that an individual in that particular location would be expected to perform.

Basis for Classification

In addition to the position description, a memorandum or other written document must be in the file that explains how the classification criteria for the

title have been met. In many instances this need not be an elaborate narrative. For example, "As a Keyboard Specialist 2 the incumbent will supervise the activities and workflow in a unit staffed by four Keyboard Specialists 1. Therefore, the classification criterion for supervising a group of lower level Keyboard Specialists has been satisfied." However, there may be occasions where the application of a Classification Standard requires a sufficient amount of judgment so as to distinguish from among related occupations or levels within the occupations. In such instances, the written record should contain some reference to the various options available and the reason for the one selected.

Audit Evaluation

A transaction may be audited before C&C makes a determination (Pre-Audit) or after the transaction has received fiscal approval from the Division of the Budget (Post-Audit).

Pre-Audit

Generally all decentralized transactions that receive Pre-Audit review are those which involve Decentralized Titles that are designated as "1A" in the Title and Salary Plan but are not designated "S" in the "Decent Lvl" column of the Title and Salary Plan. Transactions submitted by Decentralized Agencies that involve titles that have a Classification Standard are also subject to Pre-Audit. In addition, some Pass-Through transactions, which are typically Post-Audit transactions, are randomly selected by NYSTEP and routed to the work list of the C&C Analyst for Pre-Audit review.

Following a review of the information submitted on the "Comments" panel of the 1A or 2A, the C&C Analyst will decide whether or not to request that the Reviewable Record be attached to the transaction and submitted for review.

Post-Audit

Generally all decentralized transactions that receive Post-Audit review are those which involve titles that are designated as both "1A" and "S" (in the "Decent Lvl" column) in the Title and Salary Plan. These are the "Pass-Through" transactions that, upon submission by the agency into NYSTEP, will automatically show as "C&C Approved," provided they are not randomly selected for Pre-Audit on NYSTEP.

Following a review of the information submitted on the "Comments" panel of the 1A or 2A, the C&C Analyst will decide whether or not to request that the Reviewable Record be attached to the transaction and submitted for review.

If, as a result of the Post-Audit, a position is found to be misclassified, the C&C Analyst will contact the agency Personnel Office and discuss a variety of corrective actions, including the position earmarking process.

Appendix C summarizes which forms to use, what documentation to attach, and audit status of transactions. Appendix D is a checklist that summarizes position classification factors.

Program Evaluation Criteria

The staff of the Division of Classification and Compensation will periodically evaluate the quality of agency compliance with the requirements of the Decentralized Agency Classification Program. This will involve a review of the records maintained by the participating agencies, supplemented by selected job audits and conferences, as needed. It is expected that agency personnel staff will maintain a Reviewable Record, adhere to Classification Standards, and show evidence of adequate staff work and sound judgment.

Participants in the Decentralized Agency Classification Program will be evaluated on two criteria: soundness of the classification determinations and adequacy of the documentation.

It is expected that existing Classification Standards will provide a sufficient basis for making sound classification decisions for "1A" titles. In regard to the application of a Classification Standard to a particular position, we can foresee some differences of opinion which may result in classification determinations being different than those which would have been made by C&C staff. Most noteworthy is the fact that Classification Standards frequently provide criteria which support a range of complexity and responsibility within a given class. It is expected that this full range be reflected in classification determinations. Patterns of using only the lower range will, in the long run, result in an erosion of the overall standards. Appropriate application of the classification criteria will be a factor in the evaluation of an agency's ability to properly classify positions in this program.

The evaluation will also assess the adequacy of the documentation maintained by each agency. It is expected that each agency will maintain a Reviewable Record as noted above. Duties descriptions will be reviewed for clarity and completeness, while the supporting documentation will be reviewed for the presence of adequate descriptive information, comparative analysis, and evidence of a technical evaluation. Any pattern of inattention to the maintenance of proper documentation will be sufficient basis to terminate the program in that agency.

Chapter 6

Procedures

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Position Classification Procedures

Classification Considerations

Prior to submitting a classification request, there are several questions that should be addressed, such as:

- Is there an existing vacant item already classified in the title? Check NYSTEP reports. If a vacant position does exist, it should be used.
- Are there any earmarks on positions that currently exist in the same title? If so, these positions should be evaluated in consultation with C&C to see if they can be used.
- Has a position already been classified to perform the duties and if so, where is that position currently assigned?
- Do you have fiscal approval to fill the position if approved?
- How will this action affect other positions in the immediate work unit or elsewhere in the organization?
- If requesting the reclassification of a filled item, is the incumbent eligible for appointment to the new title?

Elements Not Considered Classification Factors

Often program managers will ask the Personnel Office to prepare a classification request to address an issue or factor that does not provide a technical basis on which to classify or reclassify positions. These include:

Recruitment Difficulty

Difficulty recruiting in certain geographic locations is often cited as a rationale for needing a higher salaried position. In such cases the possibility of using a Special Salary Treatment such as a Geographic Pay Differential should be discussed with your Classification and Pay Analyst. Additional information on Special Salary Treatments can be found in Chapter 9 of this manual.

Inappropriate Comparisons

It is not appropriate to compare the item that is being requested with other positions in the same title that are improperly assigned or classified.

Employee Eligibility:

- The employee has passed an examination for a higher graded position.
- The individual possesses qualifications that exceed the minimum qualifications required to perform the assigned duties.

Employee Productivity:

- Unusual diligence or hard work.
- Volume of work produced by an employee.
- Relative efficiency of the employee.

Seniority:

- Length of service or seniority.
- Approaching retirement.

Financial:

- The employee has reached the top of the salary grade.
- Financial need.

Position Classification Transactions

There are two broad categories of position classification transactions, referred to as “Short Form” and “Long Form” transactions. The nomenclature reflects whether or not a requesting agency is required to attach formal documentation at the time the transaction is submitted (Long Form) or only when the transaction is audited (Short Form). New positions and reclassifications of existing positions can be requested in one of these two ways, provided the following criteria are met:

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

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 decision.

Appendix C summarizes which forms to use, what documentation to attach, and audit status of transactions. Appendix D is a checklist that summarizes position classification factors.

Submission of Decentralized Classification Requests **“Short Form” Requests**

1A (New Positions)

2A (Reclassification to a Decentralized Title)

- Using the Title and Salary Plan, confirm that the target title is a Decentralized Title, designated “1A.” Decentralized Agencies may also submit 1A and 2A transactions for positions in a target title for which there is a final or tentative Classification Standard and for which the agency already has existing positions.
- Prepare the Reviewable Record: a brief memo or equivalent documentation that explains why the position is needed and how it meets the classification criteria for the title, a duties description, and an organization chart. It is optional to attach these documents prior to submitting the transaction on NYSTEP.
- Fill out the appropriate NYSTEP panels.
- In the “Comments” panel of the NYSTEP transaction provide the following information:
 - 1.) The reason for the classification action,
 - 2.) The organizational context of the position, and
 - 3.) An attestation that the duties of the position have been compared to, and found consistent with, the Classification Standard for the title.

It is recommended that additional information be included, as follows, to expedite the Pre-Audit or Post-Audit review:

- Where the position will be located and the Civil Service (or Unclassified Service) title of the immediate supervisor.
- Brief summary of the duties and responsibilities that will be assigned to the position.
- If it is a supervisory position, provide the number and titles of subordinate staff.

- If the position is a non-supervisory support item such as a Secretary 1, identify the number and titles of the individuals for whom the incumbent will provide office support activities.
- Brief explanation of how the position conforms to the criteria in the Classification Standard.

Examples of Appropriate “Comments”

- Incumbent will work in the Undergraduate Admissions Section of the Office of the Registrar and will be supervised by an Unclassified Service Staff Associate. Incumbent will supervise the activities of (3) Clerks 1, Grade 6, in the receipt and processing of applications for admission. The duties of the position have been compared to, and found consistent with, the Classification Standard for the Clerk 2 title. This title is appropriate because the incumbent will supervise a group of subordinate Clerks who perform a variety of clerical support activities. This position is needed to provide additional supervisory clerical support in the Office of the Registrar.
- Incumbent will report to a Plant Utilities Engineer 4 and will supervise (3) Plant Utilities Engineers 1 and various maintenance positions in the operation and maintenance of the Physical Plant. The duties of the position have been compared to, and found consistent with, the Classification Standard for the title. This will be one of four Plant Utility Engineers 2 at the Physical Plant who function as shift supervisors.

Submission of Centralized Classification Requests **“Long Form Requests”**

4N (New Positions)

4R (Reclassify existing positions to a different title)

These forms must be used for all transactions that cannot be submitted under the Short Form (1A and 2A) option. Typically they include requests for positions in non-1A titles, new title requests, reallocation requests, and “first time” requests for positions in “1A” titles.

Under the NYSTEP Long Form system, the following documents are *required attachments* for 4N and 4R Long Form transactions:

ACL: Agency Justification

ADD: Agency Duties Description (include minimum qualifications with requests for new titles and for positions requested for the non-competitive jurisdictional class)

AJC: Agency Jurisdictional Classification (if exempt or non-competitive)

ANU: Agency Negotiating Unit (if requesting Managerial/Confidential)

Agency Justification (ACL)

This document, *written as a business letter*, should contain an explanation of *what* is being requested, *why* the action is needed, and *where* the item will be located.

“*What is being requested*” should include:

- title, salary grade, and incumbent information (if item is filled)
- where the item is assigned
- role of the position in the organizational unit
- summary of what it is the (re)classification is expected to achieve
- historical background, if pertinent to changes in the job or relevant to the need for additional positions

“*Why*” should include:

- Reasons for the new position or reclassification (e.g., reorganization of the unit, changes in technology, temporary duplicate item, new legislation, etc.) Note: See “Elements Not Considered as Classification Factors” in this manual.
- Operational necessity for the action as well as any issues of health, safety, cost savings/avoidance, and potential impact on revenue generation.

- Factors such as dollar amounts of contracts let or monitored, scope of program, or public/interagency contacts should be cited here. These factors will affect the complexity of the position, which is a classification factor.
- Acronyms or “terms of the trade” should be explained.

“Where” should include:

- A description of the program where the item will be located. This is a particularly important piece because it places the item in context. The size and complexity of the program or organizational unit has a direct influence on the nature of the responsibilities associated with the items in the organization.
 - For example, if the position is to supervise grounds maintenance, include data on the acreage, number of buildings, number of roads, equipment used and any other program information that is pertinent to the position.

Agency Duties Description (ADD)

The following format should be used in preparing duties descriptions. When preparing this attachment, consult Chapter 7 of this manual, “Duties Descriptions.”

Job Title – proposed title and salary grade

Position Summary – provide a brief (1-3 sentences) summary that describes the overall role and function of the position in the organization, and the reporting relationships (supervisor of the position and subordinate staff, if appropriate).

Example

Title: Examiner 1, Grade 18

Position Summary: Reporting to an Examiner 2, Grade 23, incumbent will be responsible for reviewing all business transactions submitted from City B, assessing adequacy of documentation, and deciding to approve or disapprove them.

Duties

- List in activity/task format
- List major or predominant assignments first
- Percentages of time should be included for each activity statement
- Delineate specific supervisory responsibilities

Minimum Qualifications

All requests for new titles and for non-competitive jurisdictional classification for specific positions must include a statement of proposed minimum qualifications. These should be included on the "ADD" attachment.

Minimum qualifications should reflect the type of education and/or experience that would prepare a new appointee in the title/position with the requisite baseline knowledge, skills and abilities to allow them to function in the job with a reasonable chance for success, given appropriate on-the-job training.

Agency Jurisdictional Classification (AJC)

For background, see the "Jurisdictional Classification" section of Chapter 3 of this manual, "Categories of Government Service."

This attachment is required when the item to be classified needs to be filled by other than a competitive examination. It is for positions requested to be in the exempt jurisdictional class (and thereby exempt from requiring any qualifications) or in the non-competitive jurisdictional class (and thereby requiring some specific qualifications but no formal examination).

This attachment should be *written as a business letter to the President of the Civil Service Commission*. The letter should explain that a request has been submitted to the Division of Classification and Compensation for the creation of a position in a certain title. The reasons for requesting exempt or non-competitive jurisdictional classification should be explained. When the NYSTEP transaction is submitted, the Civil Service Commission will receive the NYSTEP file. Therefore, it is not necessary to mail a paper copy of the letter to the Commission.

Agency Negotiating Unit (ANU)

For background, see the "Negotiating Unit Assignments" section of Chapter 3 of this manual, "Categories of Government Service."

This attachment is only needed if a request for designation as Managerial/Confidential will be requested. It should be written with the following header:

Justification for Managerial/Confidential (MC) Designation

Title and Salary Grade: -----

Item Number: -----

Agency Name: -----

The justification must explain how the requested item fulfills one of the five pre-established criteria that must be met in order for an item to be considered for M/C designation:

1. Participation in the formulation of policy
2. Participation in collective negotiations
3. Major role in the administration of agreements
4. Major role in personnel administration
5. Confidential relationship to positions designated managerial as defined in 2, 3, or 4.

Organization Charts

An organization chart (“org chart”) is a “picture” of an organization. The purpose is to provide a detailed outline of a specific program or program area. It highlights the hierarchical structure and reporting relationships as well as the layout of functional areas as they relate to a program, several programs, or the overall agency.

Types of Org Charts

Structural Organization Chart is a skeleton or master chart of an organization. It shows all of the subdivisions and the relative levels and lines of authority and responsibility. See sample in Appendix E.

Functional Chart is the same as the structural chart except that additional information is added that includes a statement of the function or activities of all organizational subdivisions. See sample in Appendix F.

Personnel Chart is the same as the structural chart except that for each subdivision it also lists each position in that unit by title, grade, and incumbent name. See sample in Appendix G.

Typically the C&C Analyst will ask for the *Personnel Chart*, because this type of chart includes all of the information on how the program is functionally organized and staffed.

In order to be most useful, an org chart should contain the following details:

- Official title, item number, incumbent name or an indication that the item is vacant.
- Include the item that is the subject of the request. For example, if the request is to reclassify a Clerk 2 to a Calc Clerk 2, the org chart should show the requested Calc Clerk 2 with the word “requested” or “proposed” under the title.
- All titles should be spelled out, without acronyms. If there is not enough space to completely spell out the title, abbreviations can be used provided a “key” is included on the chart.

Chapter 7

Duties Descriptions

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- Appendix I --- Action Word Definitions
- Appendix J --- Secretarial and Keyboarding Reference Guide
- Appendix K --- Guidelines: Secretary 2 and Administrative Assistant

Duties Descriptions

Civil Service Regulations define a duties description as a document which describes “the essential characteristics and organizational location” of a position in sufficient detail to allow the Division of Classification and Compensation at the Department of Civil Service to determine the appropriate title and grade.

A duties description is a detailed document that outlines the duties to be performed by the incumbent of a position. It should list the actual activities and tasks performed by the incumbent and it should not be a reiteration of information found on the Classification Standards.

In this section of the manual, guidelines are presented that should be followed when preparing duties statements for positions established on both a decentralized basis (1A and 2A) and for those which require detailed materials at the time of submission on NYSTEP (4N and 4R).

Additional resources for use when preparing duties descriptions can be found in the following Appendices:

- Appendix H --- Ambiguous Words
- Appendix I --- Action Word Definitions
- Appendix J --- Secretarial and Keyboarding Reference Guide
- Appendix K --- Guidelines: Secretary 2 and Administrative Assistant

Writing Duties Statements

A duties description must delineate the activities and tasks that are performed in order to get a job done. An activity statement describes a broad area of work within a job. A task statement describes a discrete part of the work that is logically related to accomplishing the designated activity. What follows are guidelines on how to write descriptive duties statements.

- Use active verbs to describe the activities and tasks. See the listing of “Action Word Definitions” in Appendix I. This is an excellent resource for choosing verbs that convey precise meanings.
- Avoid verbs or phrases that may be open to a wide variety of meanings, such as “is responsible for” or “maintains liaison with.” See “Ambiguous Words” in Appendix H for a list of verbs to avoid.
- Consolidate activities and task descriptions wherever possible.

For example, if a major role of a position is to monitor services, state “Monitors services to clients to assure compliance with program mandates and applicable laws and regulations and to evaluate program and staff effectiveness.” Do not include a separate description for each incidence of monitoring for each type of program and for every activity performed.

- Describe those duties that are most common to and characteristic of the class first, but also include duties that are significant to particular assignments or agencies.

For example, “Head Cooks usually supervise Cooks and other kitchen staff, but in the Department of Correctional Services, Head Cooks are also expected to supervise inmate workers.” This activity, although performed by only some positions in the class, should be described since it is a significant component of positions in the Department of Correctional Services.

- Focus on answering four questions when writing activities and tasks. They are:
 1. Does WHAT (the verb)
 2. To WHOM or WHAT (the direct object of the verb)
 3. WHY (for what reason or purpose)
 4. HOW (by applying knowledge of laws, rules, processes, or procedures or using machines, tools, and equipment).

HOW and WHY may be implied rather than directly stated and may be omitted in the interests of brevity or when the answers are self-evident. Because of the need for more detail, task and activity statements generally directly state answers to these questions.

For example, the following duties address the four questions:

<u>DOES WHAT</u>	<u>TO WHAT or WHOM</u>	<u>WHY</u>	<u>HOW</u>
Checks	incoming orders	to determine amounts	by counting items
Instructs	laborers	to use mowers	by demonstrating operating features
Inspects	construction sites	to assure contract compliance	by comparing work to engineering standards and contract specifications
Washes	large pots and pans	to make them suitable for re-use	using detergent solution and a scrub brush
Administers	minor medical treatments or medications (taking temperatures, treating minor cuts and bruises, giving aspirin or cough syrup)	to correct a resident's minor health problems	using knowledge of symptoms to determine need and following agency medical procedures

The following duties *imply* the HOW or the WHY:

<u>DOES WHAT</u>	<u>TO WHOM or WHAT</u>	<u>WHY</u>	<u>HOW</u>
Operates	trucks	to deliver materials	(by driving trucks)
Fills	prescriptions for patients	(to provide medicine to patients)	(using knowledge of pharmaceuticals)
Interviews	clients	to determine eligibility for food stamp programs	(by applying knowledge of eligibility requirements and interviewing techniques)

Complexity

Complexity describes the range of difficulty and level of responsibility of work for the position. Complexity covers a broad spectrum ranging from the performance of simple, repetitive tasks in the context of readily available information and according to written procedures and guidelines, to the independent application of abstract information in creating solutions to real and theoretical problems and developing government policies.

Factors used to determine and describe complexity:

- Nature of the assignment or type of work performed.
- Work methods used to accomplish activities.
- Level of difficulty and originality in performing activities.
- Level of responsibility for completed work.
- Consequences of error for the work performed.
- Nature of the mental challenge required, including the degree of repetitiveness.
- Degree of analysis, judgment, initiative, ingenuity, or creativity required.
- Nature, amount, and complexity of information required and how that information is gathered, evaluated, and applied.
- Variety and scope of assignments.
- Status of work when assigned and when completed.
- Availability and nature of guidelines, procedures, and precedents.
- Kind and amount of authority vested in the position.
- Responsibility for the safety of others.
- Knowledge and skills required to perform the activities and tasks.

Examples

What follows are excerpts from the “Complexity” section of the Classification Standards for the following titles.

Clerk 1, Grade 6

This is the entry-level title in this series. Incumbents work within and must be able to read, understand, and apply procedures, rules, regulations and laws.

Clerk 2, Grade 9

Work performed by Clerks 2 represents the more difficult clerical work within an organization. Incumbents of these positions are expected to understand the activities of the program area in which they work in order to answer questions, explain or clarify procedures and use independent judgment to make decisions where clear precedent does not exist. This work is distinguished from entry-level clerical work where procedures are clearly defined and/or other staff is available to answer questions or handle more difficult cases.

Plant Utilities Engineer 2, Grade 16

Plant Utilities Engineer 2 is the first level of supervision in the title series with responsibility for direct supervision of the operation, maintenance, and repair of highly complex equipment which must be operated in strict accordance with technical and safety policy and procedure.

Failure to exercise good supervisory judgment or follow appropriate procedures could result in personal injury or death, in damage to equipment or facilities, or in an incident having potential environmental impact or safety concerns.

Supervision

Supervision affects the classification of a position when it requires a sufficient amount of time such that the focus of the job is impacted. This usually occurs when at least three full-time staff, who are performing the full range of duties of an occupation, report directly to the position in question. In such cases, the incumbent of the supervisory position usually performs an independent body of work as well as supervises three or more full-time employees.

The supervision of one or two positions does not affect the major focus of a position. In such cases the incumbent spends the majority of time performing individual job tasks and incidentally advises or supervises another person or two performing similar tasks. Such supervision does not change the major responsibilities of the position and is not, therefore, a classification factor. It is for these reasons that overseeing the activities of Work Study and Student Assistant items has not been considered a supervisory responsibility for the purposes of position classification.

In situations where an employee is designated as the “lead worker,” that individual performs assigned duties and also coordinates the work of a small group, perhaps as the most senior or experienced member of the group. This role, however, does not encompass the full range of supervisory duties and responsibilities. Performance of these limited activities does not rise to the level of “supervision” for the purposes of position classification.

The focus of a job changes to full-time supervision when direct supervision is exercised over approximately eight or more full-time positions, the incumbents of which are performing the full range of duties of an occupation. In such cases, incumbents rarely perform a body of work of their own, but spend all of their time supervising others. Such jobs are classified based on that supervision rather than the occupation being supervised.

The following are activities and tasks that are performed by typical supervisory positions. A single position may not perform all of these but the listing should be used as a guide in describing supervisory tasks.

Guides and coordinates the work operations of an organizational unit.

Plans and schedules the work operations of an organizational unit according to work priorities and volume.

Assigns work to staff members according to their abilities and the complexity of the work.

Reassigns work to adjust to emergencies, absences and deadlines.

Coordinates work with that of other units and programs.

Disseminates written instructions, policy manuals, guidelines, and supplies and materials, and explains them as needed.

Answers questions from staff regarding assigned work.

Advises subordinates regarding problem resolution, as needed.

Reviews work performance in progress and at completion for adherence to instructions, policies and guidelines.

Identifies work-related problems and staff inadequacies; plans and implements appropriate corrective actions.

Determines and directs action on technical and administrative matters.

Writes instructions, guidelines and policy explanations, as needed.

Oversees and monitors staff activities of an organization unit.

Interviews applicants for vacant positions and hires or makes recommendations for hiring the best qualified applicants.

Trains subordinate staff in the work processes and policies of the unit.

Schedules leave time according to union contracts, agency policies and work requirements. Signs time cards.

Writes employee performance evaluations and discusses with employee(s).

Counsels employees whose work performance fails to meet established standards.

Recommends disciplinary action to supervisor in those cases where counseling is ineffective.

Delivers advice and assistance to management.

Writes work reports for organizational unit stating work performed, achievement of goals, special achievements and noteworthy problems.

May compile and write the budget request and/or estimates for the organizational unit.

Recommends changes in established work methods and procedures to increase efficiency and production based on the study of unit operations.

Discusses program and production goals in light of past records and recommends changes as appropriate.

Represents organizational unit on agency committees and work groups.

Chapter 8

Job Audits

Chapter Topics

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Appendices

Appendix L --- Secretarial Questionnaire

Appendix M --- Position Questionnaire (sample)

Job Audits

The purpose of a job audit is to gather additional information concerning the duties and responsibilities of a particular position or a class of positions. The information gathered will assist you in determining the appropriateness of a request to reclassify a filled position to another title and/or salary grade.

The following outline is intended as a guide for you to use in preparing and conducting job audits.

Preparing for the Audit

Adequate preparation cannot be over-emphasized. In order to obtain information that will be useful in the preparation of a duties description that adequately describes the position and from which a sound classification determination can be made, careful planning and preparation is essential.

1. Review all available information about the existing position and the organizational setting. This may include the following documents:

- Available duties descriptions for the job. Identify areas of ambiguity that may need clarification.
- Performance evaluation criteria from the employee's personnel folder.
 - In the absence of a duties description this will provide some indication of the duties and responsibilities of the position.
- Organization Charts
 - Clarify the mission of the organization in which the position is located, e.g., what is the role and responsibility of the Provost's Office? Bursar's Office? Grounds Department?
 - Are there other individuals in the same setting that hold the same title? What impact will the reclassification have on these jobs?
 - What are the reporting relationships?
- Classification Standards for the title the employee currently holds and for the title to which a request for reclassification has been made (if known)
 - How do the incumbent's duties compare to the criteria in the standards? What aspects need to be clarified in the audit?
- Duties descriptions for other positions in the same unit
 - Understand who does what in the unit; this will help in clarifying the scope of responsibility of the position in question.

2. Plan the Audit

- Prepare Questions for the Audit: Referring to the information gathered above, prepare a list of written questions that will be used as a guide throughout the job audit.
 - *Factual information that can be obtained from other sources should not be sought during job audits.*
 - *Anticipate questions that may be asked by C&C.*

- Select a Methodology for the Audit: There are several ways to gather information during the audit; it is often appropriate to use more than one of the following:
 - Line-by-line review of the duties description (this is typically used when the duties description contains ambiguous language and/or is very brief).

 - Pre-determined questions. All audits will consist of predetermined questions; however, when a duties description is well-prepared before the audit, predetermined questions can focus on specific areas in need of clarification.

 - Walk-through of the work site or organization. A great deal of information about a job can be obtained by actually seeing the setting in which it is located and the tools and machinery used.

- Make appropriate Arrangements:
 - Give adequate notice of the need for, and purpose of, the audit. Work with supervisors in scheduling the audit with the least disruption to the work of the unit. Time can often be saved by asking the supervisor to give you an initial tour and explanation of the office, plant or facility and its equipment, together with an idea of how the work flows through it.

 - Indicate what location would be most suitable for the conduct of the audit. It is preferable to conduct the audit at the employee's workstation; however, some privacy is also required. If needed, ask for a private space such as a conference room for the conduct of the formal portion of the audit and then also plan a walk-through of the actual work site.

 - If a line-by-line interview is planned, be sure the employee has a copy of the duties description beforehand.

 - Tell the employee what types of work samples and/or machinery you would like to see while you are there so they are available when you arrive.

Conducting the Audit

1. Auditor Guidelines

- Tell the employee who you are and the purpose for the audit.
- Put the employee at ease. Most people are very nervous when someone from "Personnel" comes to talk to them. Be professional but friendly. Make casual conversation for a few minutes. Smile.
- LISTEN. The majority of the talking should be done by the person being audited. Ask questions that require more than a "yes" or "no" response.
- Take notes. Notes should be brief but clear so that you will be able to write an audit report and/or a duties description. However, throughout the interview it is important to maintain significant eye contact.

2. Ask Purposeful Questions that will clarify key classification factors. For example:

- Lines of authority: who is in charge of what? Who sets priorities? Who supervises who?
- What relationship does this position have with regard to others in the unit?
- Manner in which work is assigned to the employee, e.g.,
 - In what form is the work received?
 - What has been done to the work before it is received?
- What specific tasks are performed to complete the assignment?
- What methods, processes or practices are used to perform the tasks? Are these outlined in specific guidelines or must the employee use some judgment, choose between alternative options, or take initiative to complete the assignment?
- What laws or policies must be observed? What guidelines are available for implementing these requirements?
- What does the final product look like?
- At what stage of its completion is the work reviewed and passed on to the supervisor?

- What review does the work receive by others? By whom? For what purpose?
- What is the final disposition of the work?
- On what matters is the employee required to exercise independent judgment or discretion?
- Sources of Advice: with whom or what is consultation made in carrying out assignments?
- If the position has supervisory responsibilities, what do these entail and what percentage of time is spent on supervision?
- What are the consequences of mistakes or errors by the employee?
- If machines or equipment are used, inquire as to their operation.
- Amount of time spent on each activity.

The documents in Appendix L and Appendix M contain questions and areas of inquiry that are appropriate to use in a job audit.

3. Follow-up Questions

Ask questions that promote clarification and explanation by the employee:

- What do you mean by....?
- Tell me more about ...
- Do you mean ...? (and state what you understand the person to have said)

Closing the Interview

- Ask the person if all of their duties have been covered.
- Thank them for their time.
- Do NOT offer your opinion as to whether or not the reclassification is appropriate or what job title you think would be most appropriate for the employee's job.

Follow-up with Supervisor

Prior to the audit, arrangements should be made with the direct line supervisor to meet immediately following the audit to:

- Confirm the incumbent's primary duties and responsibilities;
- Confirm the nature of supervision received by the employee and the degree to which the employee requires instruction in the performance of duties and/or the degree to which the employee functions independently;
- Clarify any discrepancies or new information that may have been mentioned, e.g., statements regarding supervisory responsibilities that were not reflected in the duties statement, etc.

Documentation

Following completion of the audit, a narrative report should be written. It should describe, in detail, what work is done, how it is done, what tools and resources are used, and the nature of the supervision that is received from the supervisor and also given to subordinate staff. It may be useful summarize the following information in the header of the report rather than including it in the narrative:

Job Audit Report

Incumbent: (name)

Current Title: (title, salary grade, item number)

Location: (Division name, Bureau name, Unit name)

Supervisor: (name, title, salary grade)

Date of Audit:

Auditor: (name and title)

Chapter 9

Special Salary Treatments

Chapter Topics

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Appendix

Appendix N --- Pre-Authorized Appointments Above the Minimum
(Civil Service Law §131.1a), January 2007

SPECIAL SALARY TREATMENTS

Sections 130 and 131 of the Civil Service Law authorize the Director of the Division of Classification and Compensation to enhance State salaries in order to address recruitment and retention difficulties created by market circumstances. All such determinations are subject to the approval of the Director of the Division of the Budget. The most frequently used Special Salary Treatments are:

- Appointments Above the Minimum -- Section 131.1(a)
- Increased Hiring Salaries -- Section 130.4
- Shift Pay Differentials -- Section 130.6
- Geographic Pay Differentials -- Section 130.7

In-depth information about each of these provisions of the law, and several others, can be found in the *State Personnel Management Manual* as noted below.

Information in this manual will address the processing requirements and the resources that can be used when preparing requests pursuant to the four sections of the Civil Service Law cited above.

Impact on Employees

Employees may receive all of the Special Salary Treatments and negotiated salary enhancements for which they qualify. It is not unusual, particularly for direct care titles in institutional settings, to be eligible for more than one Special Salary Treatment.

Duration

The Division of Classification and Compensation periodically reviews the appropriateness of previously approved Special Salary Treatments. When justifiable, the Director retains the statutory authority to reduce, enhance or terminate (i.e., rescind) existing Special Salary Treatments.

Special Salary Treatment Resources

The following resources are available on our website:

1. State Personnel Management Manual (SPMM): Section 0870 (A through G) provides in-depth information on all of the Special Salary Treatment provisions of the Civil Service Law.
2. OSC Salary Manual: published by the Bureau of State Payroll Services (formerly the Bureau of Payroll Audit) at the Office of the State Comptroller provides information on salary determination procedures, including the Special Salary Treatments.
3. NYSTEP/TPM User's Manual: Chapters 5 and 6 provide step-by-step instructions on how to submit requests for salary adjustments under Sections 130 and 131.1a of the Civil Service Law.
4. Salary Schedules: provide the dollar salary range associated with the grade of a title. Salary Schedules for the various bargaining units are periodically revised as a result of agreements reached during collective negotiations between the State and the certified employee organizations. In addition, a Salary Schedule is published periodically for positions designated as Managerial/Confidential.
5. Monthly Amendments to the Title and Salary Plan: list all changes that have taken place in the past month to the Title and Salary Plan including the titles, locations and effective dates for all Special Salary Treatments approved by the Division of the Budget. All electronic resources, such as the Title and Salary Plan and the Special Salary Treatment Search Engine, are updated as soon as approval from the Division of the Budget has been received.
6. Special Salary Treatment Search Engine: provides up-to-date information on all approved 130.4, 130.6, and 130.7 Special Salary Treatments. The Special Salary Treatment Search Engine is an advisory tool only and should not be used to convey an official salary offer to a candidate. For an official calculation, contact the Bureau of State Payroll Services at the Office of the State Comptroller.

These resources are current as of the publication date of this manual. Additional tools and resources are under development and will be added to our website as they become available.

Appointments Above the Minimum -- Section 131.1(a)

Section 131.1(a) of the Civil Service Law empowers the Director of the Division of Classification and Compensation to 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.

The purpose of Section 131.1(a) is to allow for the recruitment and the appointment of highly qualified individuals with outstanding training and experience when there are no well-qualified individuals available for appointment at the minimum salary of a title.

Impact on Employee Salary

When an Appointment Above the Minimum is authorized, it immediately becomes a permanent addition to an employee's salary; therefore, the reduction and/or rescission of a 131.1(a) increased minimum will not affect an employee who was the beneficiary of a previously approved Appointment Above the Minimum.

The general amount is one additional step in the salary schedule per year of experience in excess of the minimum qualifications.

Recruitment for New Employees

Item D-400 of the *Budget Policy and Reporting Manual*, published by the Division of the Budget, states that this salary adjustment is only available for the appointment of candidates from outside State service. Further stated is that this Special Salary Treatment should be used "selectively" and not as a means for "upgrading" the workforce.

Appointments Above the Minimum will not be approved if there are other candidates among the three highest ranking acceptors who also have substantially greater qualifications than the required experience and training and are willing to accept appointment at the minimum salary. However, one can be authorized from the three highest ranking acceptors on an eligible list even though the other two acceptors will accept the appointment at the minimum, providing the other two candidates do not possess qualifications which are substantially in excess of the minimum qualifications.

State agencies have the flexibility to choose whether or not to offer a previously approved 131.1(a) increased minimum hiring rate to new employees.

Additionally, if an agency decides to offer a previously approved Appointment Above the Minimum, they can decide if they want to offer all or only a portion of the previously approved 131.1(a) increased minimum hiring rate.

Appointments Above the Minimum are normally restricted to an original permanent appointment to State service and generally will not be approved for provisional employees who are being permanently appointed. Exceptions may be allowed under unique circumstances presented by an agency (i.e., when an existing employee acquires a credential to otherwise qualify for an Appointment Above the Minimum), as noted below.

Internal Equity: Impact on Current Agency Employees

The salaries of State employees serving in the same title and in the same geographic area or location and having qualifications equivalent to or greater than the newly appointed employee must also be raised to the authorized increased salary. It is the responsibility of State agencies, not the Division of Classification and Compensation, to monitor approved “Appointments Above the Minimum” and submit requests to the Director of the Division of Classification and Compensation to move employees with Equivalent Qualifications (EQ) to the new minimum salary.

Applications

Applications should be submitted electronically in accordance with NYSTEP procedures as detailed in Chapter 5 of the *NYSTEP/TPM User Manual*. To avoid any delays in the review and processing of NYSTEP transactions, State agencies must select the appropriate type of Section 131.1(a) transaction on the NYSTEP panel – an **IM**, Increased Minimum for new employees, or an **EQ**, Equivalent Qualification for existing employees in the same title, same geographic area or location, and having qualifications equivalent to or greater than the newly appointed employee.

Pre-Approved Titles

The Division of Classification and Compensation has pre-approved increased minimum hiring rates under Section 131.1(a) for selected titles in specific locations in New York State (see Appendix N). Agency submissions appear as “DOB Approved” as soon as they are entered into NYSTEP. Accordingly, agencies must accurately calculate the increased hiring rate in order to avoid under or overpayments. These transactions will be audited by the Division of Classification and Compensation on a post-determination basis (Post-Audit); however, some transactions will be randomly selected for pre-determination audit (Pre-Audit) in NYSTEP.

To request that a new employee be appointed pursuant to the provisions of these pre-approved actions (IM), or to request that an existing employee who has attained the advanced qualifications be granted the salary enhancement (EQ), an appropriate NYSTEP transaction must be submitted. Documentation for these requests requires an attestation from the appointing authority in the "Comments" panel of the NYSTEP transaction that states how the appointee exceeds the minimum qualifications consistent with the authorized increased hiring rate.

For example, Nurse 2 is a title that has a pre-authorized 131.1(a) Appointment Above the Minimum for all positions, statewide. The amount of the increase depends upon the number of years of post-licensure experience and/or the possession of a Bachelor's Degree in Nursing or a Master's Degree in Nursing (for details see Appendix N). What follows is an example of "Comments" from a NYSTEP request to appoint a new employee as a Nurse 2 under the IM provision of 131.1(a):

We request an IM for Ms. Smith based on the fact that she has 2 years of clinical experience beyond what is required in the minimum qualifications for this hard-to-fill title.

Subsequently the same Personnel Office submitted a request for an EQ for an existing Nurse 2 employee with the following "Comments" on the NYSTEP transaction (note, the specific IM transaction that provides the basis for the EQ request must be included in the "Comments"):

This EQ request for Ms. Jones is submitted in follow-up to the appointment of Ms. Smith as a Nurse 2 with an IM effective date of 7/20/06 (JC#0607-#####). Ms. Jones has more than 4 years of experience beyond the minimum qualifications for this title, which is more experience than that of Ms. Smith. Approval of this request will provide Ms. Jones with a salary equivalent to that of this other Nurse 2 who was hired after her and who has less clinical experience.

Other Titles

Requests for an increased minimum salary under the provisions of Section 131.1(a) to titles that have not been pre-approved require more extensive documentation. Such requests should include the following detailed information:

- 1) The requested salary rate and the eligible list, if any, from which appointment would be made.
- 2) The established minimum qualifications for the title.

- 3) Evidence (such as a résumé or employment application) that the candidate possesses qualifications which substantially exceed the minimum qualifications for the position.
- 4) Evidence that there are no other similarly qualified candidates who would accept appointment at the minimum salary rate and reasons why the candidate will not accept appointment at the minimum salary.
- 5) An explanation of why the candidate's appointment at a higher rate is in the interest of State service.
- 6) Identification of those employees in the title under consideration in the same geographic area or location who would be entitled to an equivalent (EQ) salary rate.

What follows are sample letters that were submitted by a Personnel Office to request an "IM" and an "EQ" for a title that did not have a pre-approved 131.1(a) increased hiring rate.

Sample "IM" Letter

We request approval of an increased hiring rate, pursuant to Section 131.1(a) of the Civil Service Law, for the appointment of Jane Doe, SSN ###-##-####, to item #----, Child Support Specialist 1, Grade 18, in Albany. We are requesting appointment at the job rate of \$53,547.

The minimum qualifications for this competitive class title are five years of professional experience monitoring, administering, or supervising a child support enforcement program under Title IV-D of the Federal Social Security Act. A bachelor's degree may substitute for four years of the qualifying experience; or undergraduate college credit hours earned as a matriculated student may substitute for up to four years of qualifying experience (30 credits would equal one year); or a master's degree or 30 graduate credits hours as a matriculated student may substitute for an additional six months of the qualifying experience.

The incumbent of this position will be responsible for providing technical assistance and program support to improve local district program performance consistent with federal mandates. The incumbent will also be responsible for reviewing, researching, and preparing responses to the high volume of correspondence and inquiries from clients, respondents and other interested parties. The incumbent must have a familiarity with Child Support laws, regulations and processes which can only come from a New York State local Child Support Unit.

Ms. Doe has over 15 years of experience with the XYZ County Department of Social Services. From 1989 to 1995, she was a Confidential Support Investigator in XYZ

County where she was responsible for the investigation, enforcement and collection of child support on approximately 1500 cases. From December, 1995 to the present time, Ms. Doe has served as a Child Support Unit Supervisor in the XYZ County. As such, she has been responsible for establishing procedures based on federal, State and local laws to investigate absent parents, establishing paternity, support and enforcement of all court orders within the assigned jurisdiction. She is also responsible for supervision of 53 staff. She has reorganized her department staff, resulting in increases in paternity and support establishment and in collections.

Ms. Doe's present salary with the XYZ County is \$52,762. She has indicated that she cannot accept an appointment with our agency at a significantly reduced salary of \$43,023, which is the hiring rate for a Grade 18 Child Support Specialist 1. We believe that appointment above the hiring rate is appropriate and in the best interests of our agency and New York State, given the extent to which Ms. Doe substantially exceeds the minimum qualifications for the position, as well as the extensive child support enforcement experience that she will bring to the agency's Division of Child Support Enforcement.

Ms. Doe is one of four reachable acceptors on the open competitive Child Support Specialist 1 eligible list #ZZ-ZZZ. The Child Support Specialist 1 title exists only in our agency. Ms. Doe's extensive experience in the field of child support enforcement far exceeds that of the other three list acceptors and presents our agency with the unique opportunity to appoint an individual who can make an invaluable contribution to the continued success of our Division of Child Support Enforcement. I am faxing you the resumes of Ms. Doe, as well as the resumes of the other three eligible list acceptors (Jeffrey Jefferson, Molly Madison and Laurie Lincoln), in support of our request.

We have reviewed the salaries of current Child Support Specialist 1 staff in Albany, and have determined that there are three current staff having qualifications equivalent to, or greater than, Ms. Doe's. Upon approval of the request for Ms. Doe, we will submit requests to raise the salaries of the following employees pursuant to the "EQ" provisions of Section 131.1(a) of the Civil Service Law: Sarah Smith, SSN ###-##-####; Daniel Jones, SSN ###-##-####; and Laurie Richards, SSN ###-##-####.

Sample "EQ" Letter

(Note, the specific IM transaction that provides the basis for the EQ must be included in the request.)

This is to request an equivalent qualifications (EQ) salary adjustment, pursuant to Section 131.1(a) of the Civil Service Law, for three Child Support Specialist 1, Grade 18, employees in the Division of Child Support Enforcement in Albany, as noted below:

Sarah Smith (SSN###-##-####)
Daniel Jones (SSN###-##-####)
Laurie Richards (SSN###-##-####)

An Increased Minimum (IM) under Section 131.1(a) of the Civil Service Law was recently approved to appoint Jane Doe to the position of Child Support Specialist 1 in Albany at a salary of \$53,547 (Job Control #0506-####). In accordance with Section 131.1(a), this request is to raise the salaries of the Child Support Specialist 1 staff that have been identified as having qualifications that are equivalent to or greater than Ms. Doe's qualifications. Resumes for Ms. Smith, Mr. Jones and Ms. Richards are enclosed.

Increased Hiring Salary -- Section 130.4

Section 130.4 of the Civil Service Law authorizes the Director of the Division of Classification and Compensation to increase the minimum hiring salary of a class of positions, 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.

The purpose of Increased Hiring Salaries is to assist State agencies in the recruitment of qualified individuals to vacant positions in a particular area of the State, which can be defined as a region, county, facility or wherever the hiring problem exists.

Impact on Employees

Increased Hiring Salary determinations made with respect to one or more areas or locations require that all employees of such titles in the authorized areas or locations who are receiving less than the newly approved minimum salary, have their salaries brought up to the new minimum salary for the area or location.

An employee does not retain the benefit of a 130.4 Increased Hiring Salary when that employee transfers to a different title or the same title in another location where the increased salary has not been approved.

Sections 130.4(b), (c), (d), and (e) of the Civil Service Law detail specific salary treatment for employees who are appointed, transferred, reinstated, or demoted to a different title and/or salary grade. Contact the Bureau of State Payroll Services at the Office of the State Comptroller regarding salary implications.

Pre-approved Titles and Locations

The Division of Classification and Compensation has developed a Special Salary Treatment Search Engine that includes a live database of approved 130.4, 130.6 and 130.7 Special Salary Treatments. It should be used as an advisory tool when estimating employee salaries; the Bureau of State Payroll Services at the Office of the State Comptroller should be contacted for official salary estimates.

If a title in a specific area or location has been pre-approved for a 130.4 Increased Hiring Salary that amount will accrue to new appointees without any further action required by the Division of Classification and Compensation.

Applications

If an appointing authority determines that it is having consistent difficulty filling positions in certain titles and/or locations due to highly competitive private sector compensation practices, a request should be submitted electronically in accordance with NYSTEP procedures detailed in Chapter 6 of the *NYSTEP/TPM User Manual*.

All requests should include detailed information and documentation regarding the:

- Recruitment difficulty for the class;
- Recruitment difficulty in the geographic area;
- Documentation of recruitment efforts made by the agency;
- Eligible list information (i.e., age of list, eligible candidates in the area);
- Vacancy and turnover data regarding the class; and
- Salaries offered for similar positions by other employers in the same location and geographic area.

Shift Pay Differentials -- Section 130.6

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.

The purpose of Shift Pay Differentials is to help the State attract and retain competent personnel to work other than normal day shifts in particular occupations and areas of the State.

Shift Pay Differentials may be approved for a particular occupation when it is determined that other employers authorize a higher rate of pay or wage differential for similar shifts. Shift Pay Differentials are either percentage or fixed dollar amounts that can be authorized in an area or location. Shift Pay Differentials may only be authorized for tours of duty which include four or more hours between 6 p.m. and 6 a.m.

Item D-420 of the *Budget Policy and Reporting Manual* published by the Division of the Budget, states that Shift Pay Differentials are not substitutes for a general salary increase or inconvenience pay and should not be authorized simply because hours of employment differ from those of a normal day shift.

Impact on Employees

Shift Pay Differentials can be authorized for employees who are "regularly assigned" to "a work shift other than a normal day shift." As defined in Item D-420 of the *Budget Policy and Reporting Manual*, "regularly assigned" means that an employee is "scheduled to work a shift other than a normal day shift on a basis other than a temporary basis." An employee should be considered "regularly assigned" to a night or evening shift if the employee works no less than ten (10) working days in a two-week period on such a shift.

An employee regularly assigned to the day shift whose schedule is changed to a night shift for one or two days is not eligible for the shift differential because the assignment is temporary.

An employee whose normal work schedule consists of both day and evening or night shifts is eligible for a Shift Pay Differential on a pro-rated basis.

A Shift Pay Differential is not considered part of an employee's base annual salary.

An employee does not retain the benefit of a Shift Pay Differential when that employee ceases to be employed in the work shift or position in the area or location for which the Shift Pay Differential was authorized.

Inconvenience Pay

Shift Pay Differentials for specific titles should not be confused with Inconvenience Pay, which is negotiated pay in addition to the base annual salary of an employee (other than part-time or seasonal employees) who 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.

Inconvenience Pay is paid to eligible employees in addition to Shift Pay Differentials.

Pre-approved Titles and Locations

The Division of Classification and Compensation has developed a Special Salary Treatment Search Engine that includes a live database of approved 130.4, 130.6 and 130.7 Special Salary Treatments. It should be used as an advisory tool when estimating employee salaries; the Bureau of State Payroll Services at the Office of the State Comptroller should be contacted for official salary estimates.

If a title in a specific area or location has been pre-approved for a 130.6 Shift Pay Differential that amount will accrue to new appointees without any further action required by the Division of Classification and Compensation.

Applications

Section 130.6 authorizes applications for Shift Pay Differentials from appointing officers. Agency applications should be submitted electronically in accordance with NYSTEP procedures detailed in Chapter 6 of the *NYSTEP/TPM User Manual*.

All requests should include detailed information and documentation regarding the:

- Common practice among non-state employers, in the comparable geographic location, to pay shift differentials for the particular occupation and shift under consideration;
- Pay provided by non-state employers (combination of base pay and shift differential) that results in total compensation which substantially exceeds the State's base pay scales;

- Evidence that the agency is experiencing difficulty in recruiting qualified employees for the particular class of work or that it has been losing employees to other employers for the same class of work on shifts other than the day shift; and
- How the duties and responsibilities of employees in the particular occupation on the subject shift are not materially less than the duties and responsibilities of employees in the same occupation who work on the day shift.

Geographic Pay Differentials -- Section 130.7

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.

The purpose of Geographic Pay Differentials is to assist State agencies with the recruitment and retention of competent personnel in particular occupations and areas of the State. Geographic Pay Differentials are either percentage or fixed dollar amounts that can be authorized in an area or location.

Impact on Employees

A Geographic Pay Differential is not considered part of an employee's base annual salary.

An employee does not retain the benefit of a Geographic Pay Differential when that individual ceases to be employed in the position, area or location for which the differential was authorized. Contact the Bureau of State Payroll Services at the Office of the State Comptroller regarding salary implications.

Downstate Adjustment, Location Pay, and Mid-Hudson Adjustment

Geographic Pay Differentials for specific titles in specific areas should not be confused with the State's negotiated Downstate Adjustment, Location Pay, or Mid-Hudson Adjustment.

The Downstate Adjustment is provided to all employees who work in the five counties of New York City and the counties of Nassau, Suffolk, Rockland, and Westchester.

Location Pay is provided to employees whose principal place of employment or whose official station is located in Monroe County, who were receiving such compensation on March 31, 1985 for those represented by the Civil Service Employees Association (CSEA) and on March 31, 1988 for those represented by the Public Employees Federation (PEF).

There is also the Mid-Hudson Adjustment which is provided to employees who work in Dutchess, Putnam and Orange Counties which became effective on April 1, 2004.

Pre-approved Titles and Locations

The Division of Classification and Compensation has developed a Special Salary Treatment Search Engine that includes a live database of approved 130.4, 130.6 and 130.7 Special Salary Treatments. It should be used as an advisory tool when estimating employee salaries; the Bureau of State Payroll Services at the Office of the State Comptroller should be contacted for official salary estimates.

If a title in a specific area or location has been pre-approved for a 130.7 Geographic Pay Differential that amount will accrue to new appointees without any further action required by the Division of Classification and Compensation.

Applications

Section 130.7 authorizes applications for Geographic Pay Differentials from appointing officers. Agency applications should be submitted electronically in accordance with NYSTEP procedures detailed in Chapter 6 of the *NYSTEP/TPM User Manual*.

All requests should include detailed information and documentation regarding the:

- Recruitment difficulty for the class;
- Recruitment difficulty in a geographic area;
- Documentation of recruitment efforts made by the agency;
- Eligible list information (i.e., age of list, eligible candidates in the area);
- Vacancy and turnover data regarding the class; and
- Salaries offered for similar positions by other employers in the same geographic area.

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.

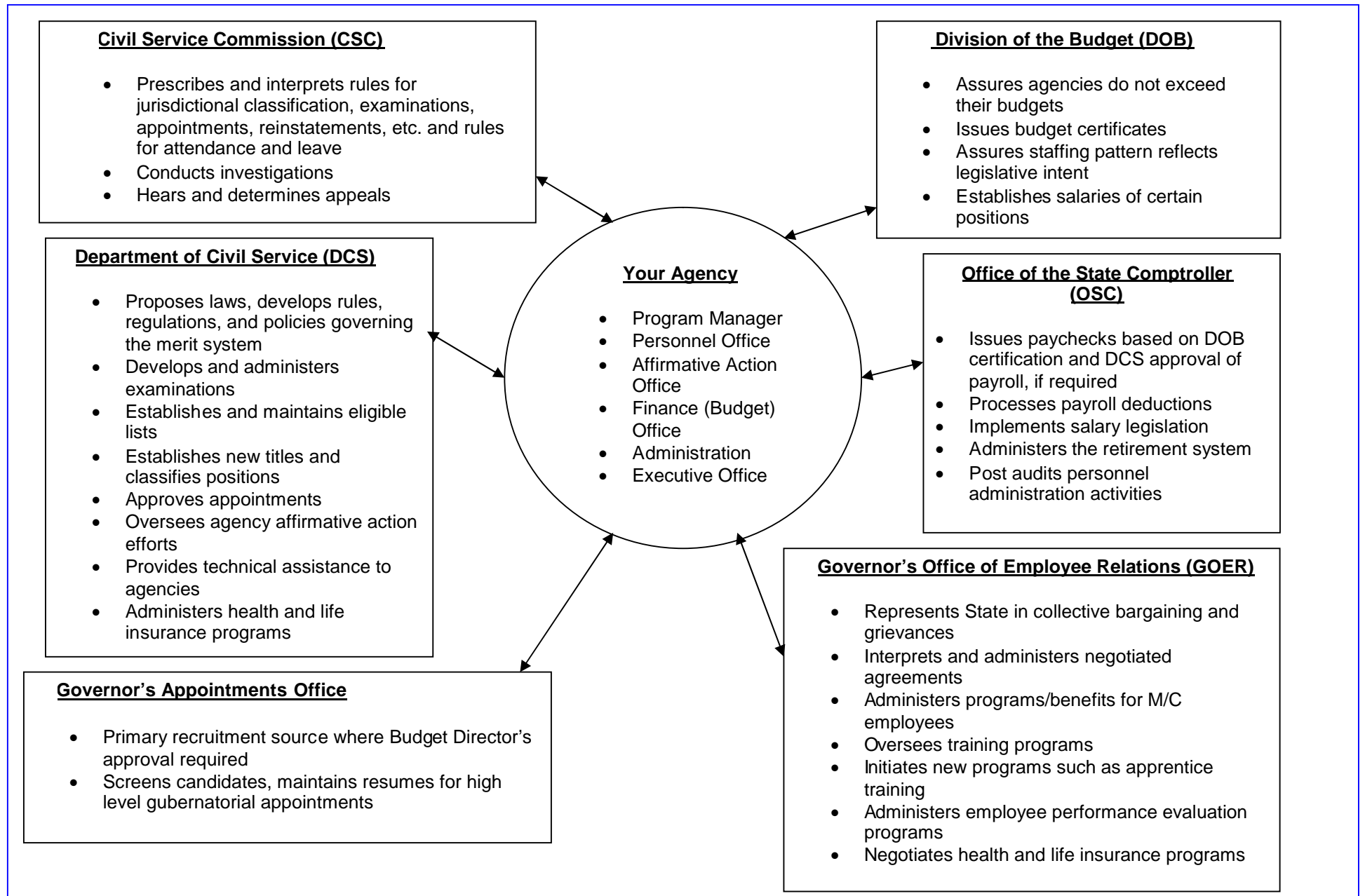
Title Series: A group of titles (two or more) that perform similar duties but at different levels of responsibility.

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.



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).

Position Classification and Reclassification Checklist

- Questions to answer before submitting requests
 - ❑ Is there an existing vacant item already classified in the title? Check NYSTEP reports.
 - ❑ Are any other positions in the same title earmarked? Why?
 - ❑ How will this action affect other positions in the immediate work unit or elsewhere in the organization?
 - ❑ If the item is filled, is the incumbent eligible for appointment to the new title?
 - ❑ Has a position previously been classified to perform the same duties? If so, where is it currently assigned?
 - ❑ Do you have fiscal approval and/or a freeze waiver?
 - ❑ Review “Elements Not Considered as Classification Factors”

- New Position Requests: to establish a position in an existing title or in a proposed new title
 - ◆ Short Form (pre-approved titles): Use form 1A on NYSTEP and include “Comments;” prepare the “Reviewable Record”

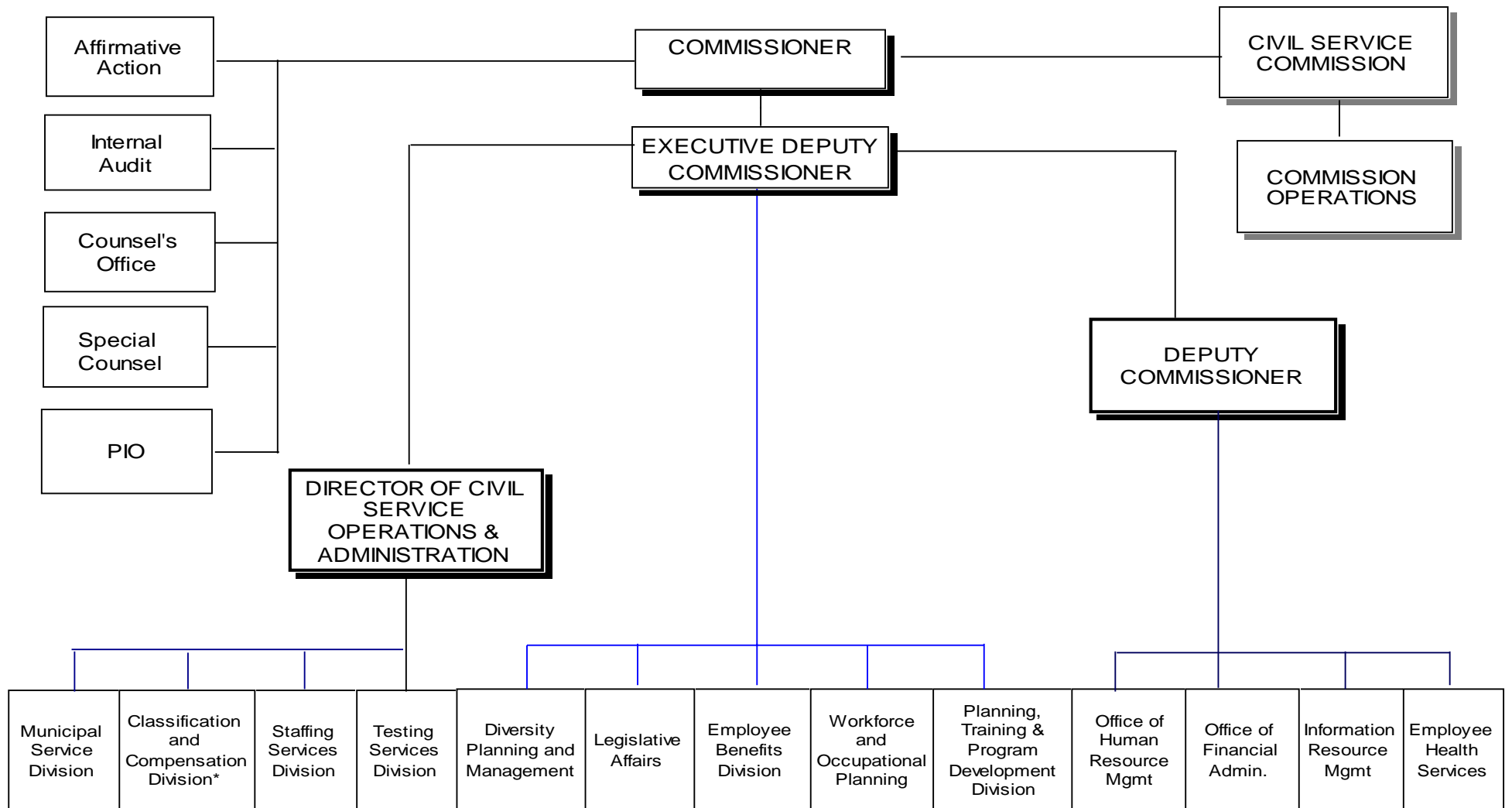
 - ◆ Long Form (existing title or requested new title): Use form 4N on NYSTEP and attach:
 - Justification: Why the action is requested, Program description
 - Duties Description: What the incumbent will do
 - Minimum Qualifications (as needed)
 - Organization Chart: Where the position exists in the organization

- Reclassifications: to change title and/or salary grade of a position to an existing title or a proposed new title
 - ◆ Short Form (pre-approved titles): Use form 2A on NYSTEP and include “Comments;” prepare the “Reviewable Record”

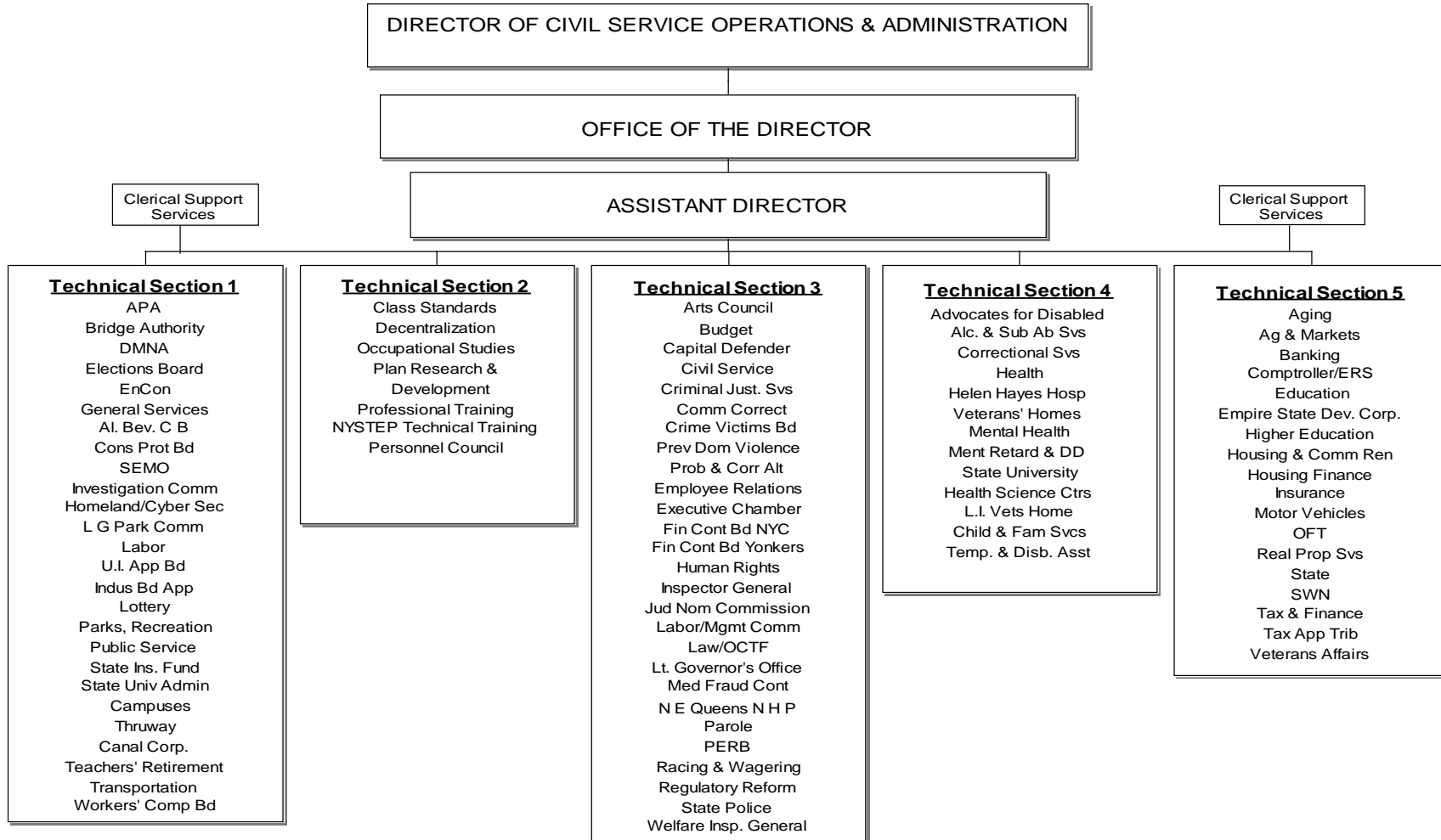
 - ◆ Long Form (existing title or requested new title): Use form 4R on NYSTEP and attach same documents as noted in “Long Form” above.

- Resources
 - ◆ Classification Standards
 - ◆ Job Audit (if position is filled)
 - ◆ Personnel Office files
 - ◆ Program Managers, Supervisors
 - ◆ Colleagues in other Personnel Offices
 - ◆ Technical Assistance from C&C Analyst

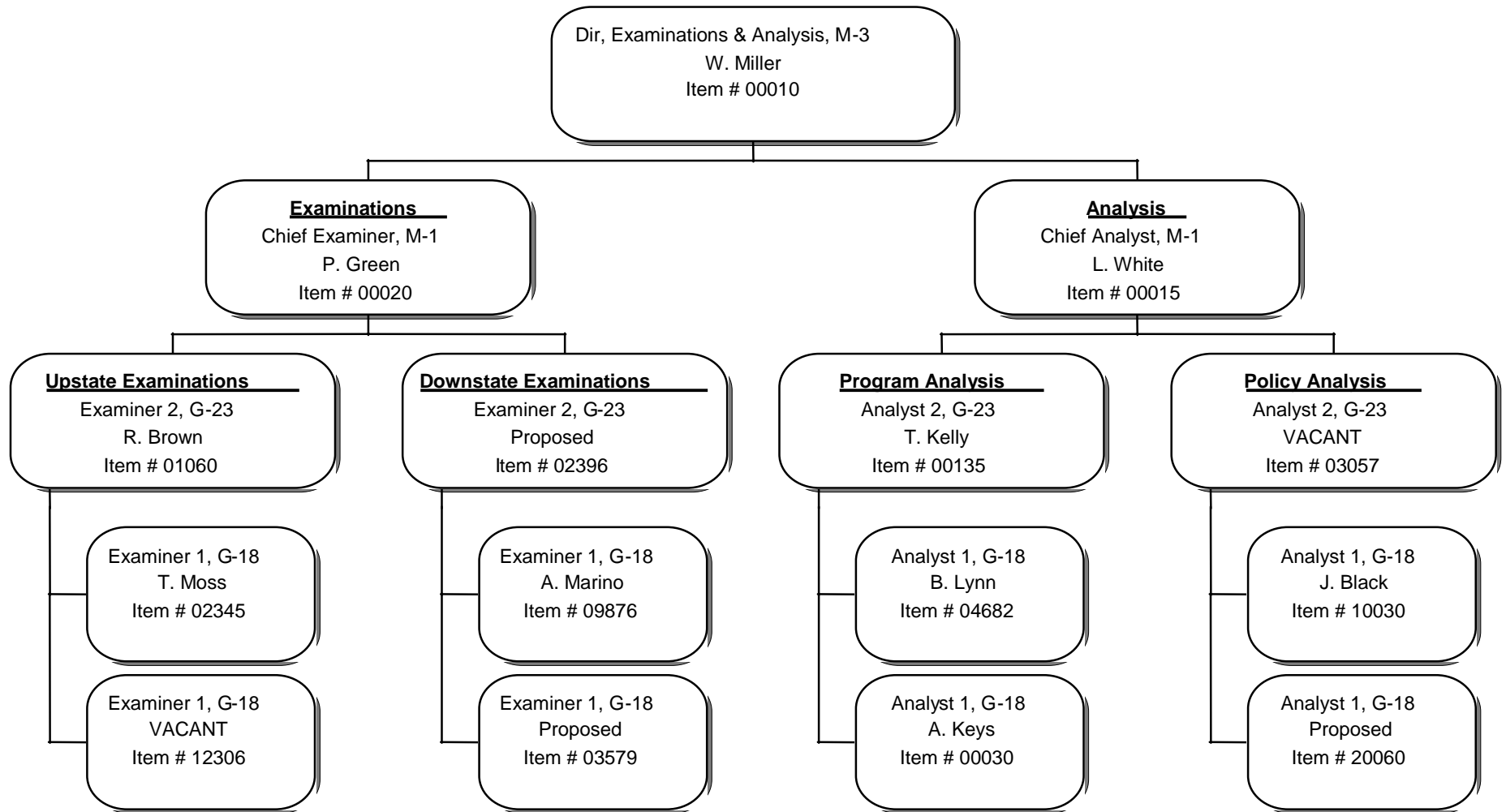
DEPARTMENT OF CIVIL SERVICE



DIVISION OF CLASSIFICATION AND COMPENSATION



BUREAU OF EXAMINATIONS AND ANALYSIS



Ambiguous Words

Below is a short list of imprecise "action" words, which always call for further clarification and supporting details before they can serve as the means to describe work behaviors. These words should be avoided when writing duties statements.

Accepts	Interfaces
Accompanies	Is in charge of
Accomplishes	Is available for
Acts for/as	Is responsible for
Aids	Keeps abreast of
Appears (before a group)	Keeps records
Ascertains	Keeps staff informed of
Assists	Maintains
Assumes responsibility for	Makes
Assures	May (perform, serve, etc.)
Attends	Orientates
Briefs	Participates
Carries out (instructions)	Performs
Communicates	Prepares
Conducts	Processes
Cooperates	Provides
Effects	Receives
Endorses (an idea)	Relates
Enforces	Replies to
Engages in	Responds to
Ensures	Requests
Establishes	Requires
Executes (an action)	Secures
Facilitates	Sees that
Follows (instructions)	Serves as (in a functional role)
Follows up	Supervises
Functions as	Supports (someone)
Furnishes	Takes necessary action
Gives	Talks
Handles	Understands
Helps	Uses
In cooperation with	Utilizes
Initiates	Verifies
Institutes	Visits
Insures	Works with
Interacts	

Please note that some of these words if used in an appropriate context may be acceptable action words, e.g., "Endorses a check"

Reprinted from the State of Minnesota's manual, Describing Job Content: Class Specifications.

Action Word Definitions

The following words are valuable for identifying and defining the activities of a job. Through the use of concise terminology, it is possible to minimize ambiguity or misunderstanding relative to what is being done. It is not a complete list, however, and job description writers may find other suitable words.

ACCOUNTS	To furnish a justifying analysis or explanation.
ACQUIRES	To buy or take possession of.
ADAPTS	To modify to suit or fit specific needs.
ADJUSTS	To bring the parts of something to a true, more desirable, or effective position.
ADMINISTERS	To carry out or regulate organizational or program operations, policies, and procedures; to apply a remedy.
ADOPTS	To accept and use as one's own.
ADVISES	To provide, based on specialized knowledge and usually only on request, information, ideas, suggestions, or informed opinions which aid/support others in deciding on a course of action or making a decision.
ADVOCATES	To endorse in an assertive and deliberate manner.
ALLOCATES	To set aside money, property, power, or other resources for a particular individual or program, group of individuals or programs, or an organization.
ALLOTS	To distribute a share or portion for a specific purpose.
ALTERS	To make different without changing into something else.
AMUSES	To provide any form of distraction that contents the mind.
ANALYZES	To separate all or any part of something into its constituent parts for the purpose of identifying and examining relationships of the parts to one another and to other factors.
ANSWERS	To speak or write in reply to an inquiry.
APPLIES	To put to use for a purpose.
APPOINTS	To officially designate.
APPRAISES	To give an expert judgment of worth or merit.
APPROVES	To exercise final authority with regard to the acceptability of an action.
ARBITRATES	To act with defined authority to resolve a dispute.
ARRANGES	To prepare for an event.
ASSEMBLES	To convene individuals out of common interest or purpose; to fit together with component parts of a structure or machine.
ASSESSES	To determine the exact value or extent prior to judging it or using it as the ground for a decision.
ASSIGNS	To specify or designate tasks or duties to be performed by others.

AUDITS	To examine accounts in a final, official sense to verify their correctness.
AUTHORIZES	To give permission for or to empower through vested authority.
AWARDS	To confer or bestow for performance or quality.
BALANCES	To arrange or prove so that the sum of one group equals the sum of another.
BARGAINS	To negotiate the terms of a sale, exchange, or other agreement.
BATCHES	To group into a quantity for a future operation.
BUDGETS	To plan a summary of probable expenditures and income for a given period.
CALCULATES	To determine by mathematical or statistical processes.
CALIBRATES	To check, adjust, or standardize the graduation of.
CARRIES	To move something or someone from one place to another, using the hands.
CATEGORIZES	To group on the basis of a comparison of certain readily perceived characteristics and criteria.
CERTIFIES	To officially endorse something in conformance with set standards.
CHECKS	To compare with a source as to verify accuracy.
CIRCULATES	To move from person to person or place to place.
CLASSIFIES	To arrange, distribute, or group facts/items according to common characteristics.
CLEANS	To remove dirt or impurities; to prepare for cooking.
CLIMBS	To move progressively upward.
COACHES	To befriend and encourage individuals on a personal, caring basis.
CODES	To translate words or figures into symbols (letters or numbers).
COLLABORATES	To work jointly with.
COLLATES	To assemble in proper numerical or logical sequence.
COLLECTS	To bring data or material together in a group or mass.
COMPARES	To examine for the purpose of discovering similarities or differences.
COMPILES	To place information or arrange material from other documents into a formalized order.
COMPOSES	To create by artistic labor.
COMPUTES	To determine by arithmetical processes.
CONDENSES	To shorten material without altering its meaning.
CONFERS	To seek and compare views, opinions, and judgments with others through discussions.

CONFIRMS	To assure the accuracy, consistency, or completeness of.
CONSOLIDATES	To bring together; to combine several into one.
CONSTRUCTS	To make or form by combining parts; to draw with suitable instruments and under specified conditions.
CONSULTS	To give expert/definitive professional advice.
CONTROLS	To evaluate, verify, regulate, and/or be informed about actions to the point of influencing or directing activities/functions toward conformance with plans or desired results.
CONVERTS	To alter the physical or chemical nature of something.
CONVEYS	To transfer by legal means ownership of property from one individual to another.
COORDINATES	To guide, regulate, or adjust the interrelated and interdependent activities of individuals or functions of a unit(s) to facilitate a common action and to attain a common purpose or goal.
COPIES	To reproduce an original.
CORRECTS	To eliminate error or defect.
CORRELATES	To establish a direct or inverse relationship.
CORRESPONDS	To communicate with others in writing.
COUNSELS	To provide advice, usually on one's own initiative, in which a course of action is suggested or urged and some recourse of follow-up is implied.
COUNTS	To list or name, one by one, to find the total number of units involved.
CREATES	To bring into existence; to produce through imaginative skill.
DEBATES	To discuss and argue a question formally, and usually in public.
DECIDES	To make up one's mind as to action, course, or judgment.
DEFENDS	To ward off something that actually threatens; to repel something that actually attacks.
DEFINES	To determine and state the limits and nature of; to give the distinguishing characteristics of.
DELEGATES	To designate with authority another to perform tasks or duties which in turn may carry specific degrees of accountability and authority.
DELIBERATES	To consider carefully and thoroughly a matter with abstract/complex variables to arrive at a conclusion.
DELIVERS	To carry something to an intended destination.
DEMONSTRATES	To explain or make clear by using examples/experiments or showing the operations of.
DESCRIBES	To give an-account in words that create a visual image to the minds of others.
DESIGNATES	To choose an incumbent or to detail a person to a certain

	post.
DESIGNS	To conceive, create, and execute the form or shape of a physical object or the method for doing something.
DESTROYS	To completely tear down, do away with, or bring to an end.
DETECTS	To take notice of something by physical means (e.g., visual, tactile).
DETERMINES	To fix conclusively or authoritatively the course, character, functions, or scope of something.
DEVELOPS	To expand or realize the potentialities of; to bring gradually to a fuller, greater, or better state.
DEVISES	To form in the mind by new combinations or applications of ideas or principles; to invent.
DIAGNOSES	To identify a disease, malfunction, or cause of disorder by symptoms or distinguishing characteristics.
DIGS	To break and turn over or remove with a tool.
DIRECTS	To personally oversee, inspect, or guide the work of others, with responsibility for ensuring certain standards of performance are met.
DISBURSES	To pay out or distribute with authority.
DISCIPLINES	To penalize individuals or groups, whose behavior is contrary to existing regulations; to establish habits of self-control.
DISCOVERS	To intentionally search for and acquire or find something that already exists but is new to the discoverer.
DISCUSSES	To exchange views to arrive at a better understanding.
DISMANTLES	To take apart or raze; to remove furniture or equipment.
DISPATCHES	To send off or out.
DISPENSES	To give a carefully weighed or measured portion to each of a group as a right or as to need.
DISPLAYS	To show; to place before the view of others.
DISSEMINATES	To spread or disperse information or ideas.
DISTRIBUTES	To deal out portions or spread about units among a number of recipients.
DRAFTS	To prepare papers or documents in preliminary form for clearance and approval by others.
DRIVES	To start, stop, and control the movement or action of machines.
DUMPS	To empty out or unload in a heap or mass.
DUPLICATES	To make a copy or reproduction through the use of machinery.
EDITS	To correct spelling, faulty phrasing, and imperfect punctuation, and mark a manuscript to ready it for publication.
ELABORATES	To work out in detail; to give details.

ELECTS	To vote for.
ELIMINATES	To get rid of; to set aside as unimportant.
EMPLOYS	To use or engage the service of; to provide a job with consideration.
ENCOURAGES	To inspire with spirit and hope.
ENDORSES	To support or recommend actively.
ENLISTS	To secure the support and aid of.
ENTERS	To write down in a record, diary, log, or list; to make an entry of.
ENTERTAINS	To provide some activity or attraction that will give pleasure or relieve monotony or boredom.
ESCORTS	To accompany another or others to give protection or to watch over; to accompany as a courtesy or honor.
ESTIMATES	To make a rough approximation of the size, extent, or value of.
EVALUATES	To judge reports, data, plans, or performances in relation to established goals, policies, and standards; to compare critically to a standard for suitability.
EXAMINES	To look over closely to determine the condition, quality, validity, or nature of.
EXCHANGES	To give or take one thing in return for another.
EXERCISES	To train by drills and maneuvers in order to strengthen and develop.
EXHIBITS	To put forward prominently or openly, either with the express intention or with the results of attracting other's attention or inspection.
EXPERIMENTS	To undertake an action to discover something not yet known or to demonstrate something known.
EXPLAINS	To make clear or easier to understand that which appears vague, causeless, or inconsistent.
EXTRACTS	To pull out by effort; to make a selection or quotation of; to determine by calculation.
FABRICATES	To build by assembling; to manufacture.
FASTENS	To make secure by locking, shutting, buttoning; to fix firmly in place.
FEEDS	To move into a machine or opening in order to be used or processed; to furnish with something essential for growth and sustenance.
FILES	To arrange in a methodical manner; to rub smooth or cut away with a tool
FORECASTS	To predict or indicate a condition or event beforehand as a result of rational study of available data.
FORMULATES	To prepare mentally a rough plan, policy or procedure.

GARNERS	To gather and store in a granary.
GATHERS	To pick, pluck, and cull a crop.
GAUGES	To assess a thing as authentic, good, or adequate or the degree it is so in relation to a standard measure or scale.
GENERATES	To originate by a vital, chemical, or mechanical process.
GOVERNS	To exercise continuous sovereign authority over.
GRADES	To divide into groups based on ascending or descending order.
GUARDS	To watch over to keep safe from any potential attack or harm.
GUIDES	To show the way or approach by applying intimate knowledge or experience of the way or approach and of all its difficulties.
HAULS	To move by pulling or drawing; to transport by vehicle.
HIRES	To engage the service of for a set sum.
HYPOTHESIZES	To form a tentative assumption to test its logical or empirical consequences.
IDENTIFIES	To recognize, acknowledge, or establish based on the characteristics of.
ILLUSTRATES	To make clear something which is difficult, abstract, or remote from experience especially to use pictures or sketches to make vivid or real what is being explained.
IMPLEMENTS	To carry out or into effect a plan, program, or operation.
IMPORTS	To bring in from a foreign or external source.
IMPROVES	To correct or advance something by supplying what it lacks or wants.
INDEXES	To classify information, usually by subject matter or name, to facilitate reference.
INDICTS	To bring legal charges against an individual or organization.
INFORMS	To make known; to call attention to.
INNOVATES	To exercise creativity in introducing something new or in making changes.
INSPECTS	To search, through direct observations, for conditions such as errors, defects, flaws, or shortcomings.
INSTALLS	To establish in an indicated place, condition, or status; to set up for use in service.
INSTRUCTS	To impart knowledge systematically.
INTERPRETS	To explain meanings or intentions, not immediately apparent to others, in light of individual judgment; to translate.

INTERVIEWS	To obtain facts or opinions through oral inquiry or examination.
INVENTORIES	To catalog; to count and list; to make an itemized record of.
INVENTS	To create; to think up or imagine.
INVESTIGATES	To make a methodical, searching inquiry into a situation.
ISSUES	To put forth or to distribute officially.
ITEMIZES	To enumerate one after another; to set or note down in detail.
JOINS	To bring or put together.
JUDGES	To investigate and compare the evidence and merits of all issues in a case and decide where the truth lies.
JUSTIFIES	To prove or show to be right or reasonable in light of individual belief or facts.
LEADS	To guide or direct others on a course or in the direction of without final responsibility for results achieved.
LIFTS	To use effort to overcome the force of gravity.
LOADS	To place in or on a means of conveyance.
LOCATES	To search for and find.
LUBRICATES	To apply a substance to machinery to reduce friction in operation.
MANAGES	To guide and coordinate worker activities and organizational or program policies, rules, practices, methods, and standards.
MANIPULATES	To move, guide, or place objects or materials with skill and dexterity.
MANUFACTURES	To make or process raw material into a finished product.
MAPS	To make a survey of for the purpose of representation.
MATCHES	To pair up or put into a set those items possessing equal or harmonizing attributes.
MEASURES	To determine the quantity, mass, extent, or degree of in terms of a standard unit or fixed amount.
MEDIATES	To interpose with parties to reconcile them; to reconcile differences.
MENDS	To repair; to restore to soundness that which is broken or torn.
MIXES	To combine or blend particles, parts, or elements into one.
MODIFIES	To limit or restrict the meaning of; to make minor changes in.
MONITORS	To watch, observe, or check for a specific purpose.

MOTIVATES	To stimulate the active interest or desire within someone for something.
MOVES	To go or transport from one point to another.
NEGOTIATES	To confer with others for the purpose of reaching agreement.
NOTIFIES	To send a formal notice giving required or pertinent information.
NULLIFIES	To make of no value or consequence; to cancel out.
OBSERVES	To obtain data visually.
OBTAINS	To acquire or gain possession of.
OPENS	To make available for entry or passage.
OPERATES	To start, stop; control, and adjust machinery or equipment.
ORGANIZES	To take steps to set up the administrative structure or functions of an office or process.
ORIGINATES	To bring into being; to initiate.
OUTLINES	To make a summary of the significant features of a subject.
OVERHAULS	To make repairs, adjustments needed to restore to good working order.
OVERSEES	To watch, to monitor.
PACKAGES	To wrap or box an item or group of items.
PERMITS	To consent to; to authorize.
PERSUADES	To induce others by argument or entreaty to accept a belief or position; to prevail upon others to take a course of action.
PICKS UP	To collect or lift an object or material.
PLANS	To devise a detailed means of course of action for attaining an objective/goal.
POSTS	To transfer or carry information from one record to another; to display prominently.
PREDICTS	To foretell on the basis of observation, experience, or scientific reason.
PRESCRIBES	To recommend medical treatment with authority.
PRESENTS	To lay as a charge before the court; to offer for view.
PRESERVES	To keep safe; to protect; to keep free from decay.
PREVENTS	To stop something from occurring; to take advance measures against.
PROCURES	To obtain possession of.
PRODUCES	To grow; to make, bear, or yield something.
PROGRAMS	To arrange or work out a sequence of operations to be performed by equipment or machinery.

PROMOTES	To advance to a higher level or position; to foster the growth or development of.
PROOFREADS	To read copy of a printer's proof against the original manuscript.
PROPOSES	To formulate and suggest for adoption.
PULLS	To cause to move in the direction toward the source of the force.
PURCHASES	To buy or procure by committing funds.
PUSHES	To use force upon an object to move it away from the source of the force.
QUANTIFIES	To determine or express the amount of.
QUESTIONS	To interrogate; to inquire.
RANKS	To determine or assign the relative importance of data, people, or things.
RATES	To determine the rank of in relation to others of the same kind.
REAPS	To cut grain and pulse for harvest.
REBUILDS	To make extensive structural repairs.
RECOMMENDS	To suggest and support for adoption a course of action.
RECONCILES	To adjust; to make congruous; to seek agreement.
RECORDS	To set down in writing; to preserve in some permanent form.
REDUCES	To narrow down; to diminish in size or amount.
REFERS	To send or direct for aid, treatment, information, or decision.
REFINES	To free from impurities, imperfections, or vulgarities; to make more polished.
REGISTERS	To enter in a record or list officially.
REGULATES	To order or restrain by rule, method, or established mode.
REINFORCES	To strengthen with additional forces.
REJECTS	To refuse to hear, receive, or admit.
RELEASES	To permit the publication or dissemination of.
REMITTS	To send money in payment of.
REPAIRS	To put into good or fitting order something that is injured.
REPLACES	To provide a substitute for something now lost, gone, or worn out.
REPORTS	To give an account, in detail, of facts and figures.
REPRESENTS	To foster general interest in, through speeches, and consultation and contacts with individuals, groups, and constituencies.
RESCINDS	To make void; to repeal; to abrogate a contract by restoring preexisting conditions.

RESCUES	To free a person or animal from imminent danger by prompt or vigorous action.
RESEARCHES	To perform a systematic, critical, intensive investigation directed toward development of new or fuller knowledge of the topic or issue studied.
RESOLVES	To decide to do or refrain from doing something; to take remedial action.
RETRIEVES	To recover from a location where previously placed, set, or thrown.
REVIEWS	To consider or to reexamine results for the purpose of giving an opinion or approval.
REVISES	To rework in order to correct or improve; to make a new, improved, or up-to-date version.
REWARDS	To give something in recompense for worthy behavior.
SALVAGES	To rescue or save (as from wreckage or ruin).
SCANS	To survey from point to point in a cursory manner.
SCHEDULES	To plan a timetable; to set specific time for.
SCORES	To assign a numerical evaluation.
SCREENS	To examine for the purpose of separating one group.
SEALS	To secure the contents of by closing with adhesive.
SEARCHES	To systematically look over and through for the purpose of finding an item.
SELECTS	To decide on one, or a few from several possibilities.
SELLS	To give up property to another for money or other valuable consideration.
SENDS	To dispatch by a means of communication; to convey.
SERVES	To attend to the personal needs or requests of people.
SERVICES	To make fit for use by providing maintenance, supplies, repairs, or installation.
SMELLS	To acquire and examine the odor or scent with the nose.
SOLICITS	To approach with a request or plea; to strongly urge.
SOLVES	To answer a question or work out a problem.
SORTS	To group or categorize according to systematic relations or common characteristics; to put in a definite place or rank according to kind, class, or other category.
STACKS	To load or arrange in a somewhat orderly heap or pile.
STORES	To put away for future use; to deposit or receive for safe keeping.
STUDIES	To contemplate; to learn all the possibilities, applications, variations, or relations of a subject before making plans and/or taking action.
SUBMITS	To present for the decision, judgment, or information of others.
SUGGESTS	To direct attention to something for consideration.

SUMMARIZES	To present in a concise and compact manner.
SUPPLIES	To provide space, equipment, material, and other non-financial resources.
SURVEYS	To look at or consider in a general or comprehensive way; to determine the location, form, or boundaries of by measuring the lines and angles.
SYNTHESIZES	To compose or combine parts or elements in order to form a whole.
SYSTEMATIZES	To arrange or make by the use of a method or orderly planning.
TABULATES	To put in table form; to set up in columns, rows.
TEACHES	To apply a guided process of assigned work, discipline, direct study, and the presentation of examples to increase the general knowledge of another person.
TENDS	To start, stop, and monitor the functioning of machinery and equipment.
TESTIFIES	To provide oral or written testimony on facts known.
TESTS	To put a thing to decisive proof by thorough examination under controlled conditions.
TOTALS	To add up; to compute.
TRACES	To copy as a drawing.
TRADES	To give in exchange for another commodity; to make a purchase.
TRAINS	To develop a particular faculty or skill in others to bring them up to a predetermined standard of work performance.
TRANSACTS	To carry on or handle business in accordance with a prescribed procedure.
TRANSCRIBES	To transfer data from one form of record to another or from one method of preparation to another, without changing the nature of the data.
TRANSFERS	To change from one mode of conveyance to another, or from one depository to another.
TRANSLATES	To turn into one's own or another language.
TRANSMITS	To transfer or send out a signal either by radio waves or over a wire.
TREATS	To give medical or surgical care; to subject to chemical action.
URNS	To make to rotate or revolve; to cause to move around so as to effect a desired end (as locking, opening, shutting).
TUTORS	To instruct on an individual basis and in a special subject or for a particular occasion or purpose.
TYPES	To write with a typewriter.

UPDATES	To make current with most recent facts, methods, or ideas.
USHERS	To guide to a particular place.
WASHES	To clean by means of water and/or other substances by dipping, tumbling, or scrubbing.
WAXES	To rub, polish, cover, smear, or treat with a sealing substance.
WEIGHS	To determine the heaviness of an object.
WRITES	To set down letters, words, sentences, or figures on paper or other suitable material.

Reprinted from the State of Minnesota's manual Describing Job Content: Class Specifications.

Secretarial/Keyboarding Reference Guide

This guide is a reference tool to help you determine the appropriate title for secretarial and keyboarding positions. *Decisions on the proper classification of such positions cannot, however, be made using this document alone or on the basis of any single example of duties enumerated here.* Classification Standards, duties descriptions for individual positions, program descriptions and organization charts must be analyzed before a final determination can be made. Desk audits should be conducted when necessary.

If duties are:

- Typing*/skilled keyboarding (primary responsibility)
- Data entry into standard spreadsheets and databases
- Generating standard reports by accessing data bases and formatting data
- Answering phones and recording messages
- Opening mail and distributing to addressees
- Filing

Job is probably Keyboard Specialist 1, Grade 6.

If duties are:

- Supervising 3-8 keyboarding and clerical support staff
- Typing*/skilled keyboarding
- Office support tasks similar to those of a Secretary 1

Job is probably Keyboard Specialist 2, Grade 9.

If duties are:

- Typing*/skilled keyboarding (primary responsibility) including desktop publishing or proficiency in the use of database, spreadsheet and word processing software that requires independence in formatting a variety of complex applications and reports
- Clerical processing and records maintenance similar to those of a Clerk 2
- Office support tasks similar to those of a Secretary 1

Job is probably Keyboard Specialist 2, Grade 9.

***Typing** – using an alphanumeric keyboard to prepare a variety of documents (such as correspondence, manuscripts, reports, charts, tables) in final form. This includes formatting, ensuring that it conforms to good business practice, and editing for grammar, punctuation and writing tone. Such documents are typically prepared at speeds well in excess of 50 WPM by experienced keyboard personnel.

If duties are:

Answering phones, responding to questions about substantive program or procedural matters, and referring other calls to appropriate persons;

Correspondence control: opening the mail, reading it, deciding who should reply based on the content of the correspondence, attaching information needed for a reply, referring it to the appropriate person, setting deadlines for response, and following up;

Searching files, including the internet, to gather data and materials relevant to complex or unusual inquiries to assist respondent with a reply;

Drafting responses to letters concerning programs, policies and procedures for own or supervisor's signature;

Coordinating, monitoring and/or tracking the paper flow or activities of the office;

Creating office filing and records tracking systems;

Scheduling travel arrangements, compiling appropriate paperwork including typing travel vouchers, and transmitting to and tracking with business office staff;

Arranging meetings and conferences including scheduling people, rooms and equipment; assembling background materials; compiling and sending out agendas; recording and transcribing minutes, etc;

Typing*/skilled keyboarding (usually 50 percent of the time or less)

Job is a probably Secretary 1, Grade 11 or Secretary 2, Grade 15.
Level is a function of the scope and/or degree of program involvement, judgment required and decision-making.
Refer to the Classification Standard and other documents mentioned above.



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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.

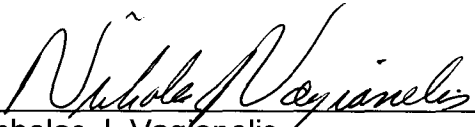
Properly classified Administrative Assistants, Grade 18, are established in organizations where, because of scale, it is necessary to devote a full-time professional position to the general staff administrative activities – personnel, budgeting, fiscal plans, organizational planning, office services, 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.



Nicholas J. Vagianelis
Director, Division of Classification
and Compensation

**NYS DEPARTMENT OF CIVIL SERVICE
SECRETARY 1 OR 2 CLASSIFICATION REQUEST QUESTIONNAIRE**

INSTRUCTIONS:

To Personnel Office: Requests for classification of a new Secretary 1 or 2 position or the reclassification of an existing position to Secretary 1 or 2 must include the secretary position description questionnaire. Incumbent and/or item information should be entered onto a CC-1 or CC-2 form by the Personnel Office.

Questions in Section I should be answered by the incumbent of the position and the questions in Section II should be completed by the supervisor. Incumbent responses should not be changed. If program management or Personnel have additional comments, they should attach them to the completed questionnaire. Also, please attach an organization chart for the unit where the incumbent works and a program description.

In the case of a new or vacant position, the supervisor should complete the questions in Section I.

To Incumbent and Supervisor:

Please copy the questions and prepare your answers to these questions on a separate sheet(s) of paper referencing the questions by their letter and number. Please be sure to put your name, title, agency name and the date on each page of your response and sign your name to the last page of Section I certifying that all your answers are correct and complete to the best of your knowledge.

Give your answers to your supervisor for review, completion of Section II and signature, and then return them to your Personnel Office for submission to the Division of Classification and Compensation.

I. Secretarial Position Questions

A. Overview of Position:

Briefly describe each task which you regularly perform as part of your job. List these tasks in priority order, with the most important being #1. Estimate the percentage of your work time which each task occupies and include that percentage with the task description.

B. Assignments and Projects:

1. List the names and titles of everyone who gives you assignments.
2. In what form(s) do the assignments come to you? How detailed are the instructions?
3. What work do you initiate on your own or do independently on a routine basis, i.e., no one regularly asks you to do it?
4. Do you set your own priorities? If yes, how do you decide what should be done first?
5. What do you do with your completed work?
6. Who reviews your work and what are they reviewing it for?

C. Office Procedures and Records Management:

1. What role do you have in establishing the office procedures that guide how work is done in your office? Do you set up, update, or have input into the formulation of the procedures? Explain.
2. What is your responsibility for the records management/filing system(s)? Did you set it up? Modify it? Do you maintain the files? Purge them? Of what do the files and/or records consist?
3. With what laws or agency policies and procedures are you required to comply or be familiar as you do your job, and how do they affect how you work?
4. What kind of follow-up system do you use? (For example, how did you establish the tickler/follow-up system? How do you maintain it on a daily basis? What actions do you take to follow up on particular correspondence, projects, etc.?)
5. What is your role in monitoring the flow of work through the office?

D. Communication:

1. How many pieces of mail do you receive on an average day? Of what does it consist? To whom is it usually addressed? What influences the volume and content? Do you handle all the correspondence for your unit? Please describe what you do with the mail. For example: Do you attach background information? Describe. Do you distribute it? To whom? Follow up on certain items? How?
2. Do you respond to correspondence yourself and/or draft responses for others? If yes, please explain how often, to what kinds of correspondence, for whom, etc.
3. Does your work bring you into face-to-face or telephone contact with other people? If yes, who are these people (e.g., other employees, general public, etc. If other employees, what are their titles?)
4. How many telephone callers do you deal with on an average day?
5. How many visitors do you deal with on an average day?
6. How do you deal with people who telephone and visitors? Do you give information, services, forms, etc.? Explain. Do you obtain information, services, forms, etc.? Explain.
7. Give examples of the kinds of questions you answer yourself.
8. Give examples of the kinds of questions you refer to others and to whom you refer them.
9. Of the questions you are asked, what percentage do you answer?
10. Do you transmit instructions or information to other staff on behalf of your supervisor or as part of your responsibility for certain procedures or projects and follow up? If yes, explain.

E. Typing and Reports:

1. What kinds of documents do you type?
2. What percentage of your total time do you spend typing?
3. What reports do you work on and what type of information do they contain? What is your role in the report preparation and production process? Describe the specific tasks you perform (e.g., gathering information [if so,

how do you do it?], formatting the information for inclusion in the report, typing and distributing the report.)

F. Supervision and Follow-up:

1. Do you supervise anyone? (This would include assigning duties, evaluating, signing time cards, etc.) If so, give names, titles, grades.
2. Do you follow up on assignments done by anyone whom you don't supervise? If so, give examples of the assignments and describe what the following-up involves.
3. Do you review completed projects or outgoing correspondence? If so, describe the types of projects or correspondence you review, for whom and what you review them for.

G. Meetings and Scheduling:

1. Do you maintain calendars for any people or facilities (e.g., meeting rooms, equipment)? If so, what does this involve?
2. Do you work on meetings? If so, describe what you do (e.g., schedule meetings, notify participants, assemble materials, take and distribute minutes, etc.).
3. Do you handle travel arrangements/vouchers? If yes, please describe what you do.

H. Miscellaneous:

1. Do you order supplies? If so, for whom? From where do you order supplies? What supplies do you order?
2. What other office equipment do you use besides typing or word processing equipment? How often do you use this other equipment?
3. Do you keep any accounting records? If so, what, and how do you do it?

Signature _____ Date _____

II. Supervisor's Statement

(To be completed by incumbent's immediate supervisor)

- A. Briefly describe your expectation of the role of the position.
- B. What program responsibilities have you delegated to the incumbent?
- C. What administrative tasks have you delegated to the incumbent?
- D. What are the critical tasks associated with the position?
- E. What are the critical skills which the incumbent must have?
- F. Please describe the degree to which the incumbent must be familiar with the substance of the program and why.
- G. If you disagree with any of the answers which the incumbent provided, or if you want to comment on or add to the answers, please do so here. Please do not change incumbent's answers.
- H. Please provide a brief program description and an organization chart. The chart should include names, Civil Service titles and item numbers; it should reflect all the people in the organization with whom the incumbent deals, especially those who are mentioned by name in this form.

Signature _____ Date _____



SUNY Upstate Medical University Human Resources Department

Position Questionnaire

Date: _____

Name: _____
Department: _____
Line or Grant#: _____

Current Title/Grade: _____
Proposed Title/Grade: _____
Contact for Questions: **(Enter Name and work phone)**

[MS Word margin settings: Under 'File/Page Setup', top, bottom, left and right margins should be set to .50"; header/footer to .25"]

INSTRUCTIONS

The purpose of this position questionnaire is to gather information about the duties and responsibilities of jobs being performed at SUNY Upstate Medical University. The completion of this form is the first step in the classification process. The Classification Program at Upstate was designed to ensure that titles and pay grades accurately reflect the position responsibilities. Your participation in this process is essential to its success.

This form may be completed by the employee or by the supervisor, but preferably should be a collaborative effort by both. In responding to the questions, it is important: 1) to be as accurate and as thorough as possible, 2) to address the position, not the performance of the incumbent, and 3) to describe the job in your own words.

Because the questionnaire will be used for a wide variety of positions at Upstate, some questions may be more applicable to particular types of jobs. If you feel a question is not relevant to the position responsibilities, enter NOT APPLICABLE.

If you have any difficulty or concerns in completing this form, please contact your supervisor or the Human Resources Department, Classification and Compensation Section at 464-5813.

1. JOB SCOPE & FUNCTION OF POSITION Give a brief statement of the overall purpose and primary function of the position.

2. ORGANIZATIONAL RELATIONSHIPS A-D: For the purpose of establishing organizational relationships, supervision will be defined as overseeing, directing, inspecting or guiding the work of others with responsibility for meeting performance standards.

A. **Attach an organization chart** to include item or grant number, name of employee and payroll title/grade for each position (including faculty) assigned to the unit in which the subject position exists (encircling) or highlighting the subject position(s) on the chart. Departments with several divisions or units may be required to provide charts for all organizational units within the department.

I HAVE ATTACHED AN UPDATED DEPARTMENTAL ORGANIZATIONAL CHART

B. Incumbent's direct Supervisor (Name & Title):

C. **Type of Supervision received** (check one of the following):

- Incumbent works under **direct** supervision following standard practices and procedures.
- Incumbent works under supervisor's general direction planning own work.
- Incumbent works independently with consultative direction.

Describe the nature and extent of instruction and guidance the incumbent receives to perform job duties.

Describe the nature and extent of the check or review the incumbent's work receives.

D. **Supervision of others by incumbent** (check one of the following):

- Incumbent does not exercise supervisory responsibilities.
- Incumbent may provide supervision to subordinate staff.
- Incumbent provides **direct supervision** to the following subordinate staff:

List below the names and titles of supervised staff:

Incumbent spends approximately _____% of work time supervising other employees and approximately _____% performing the same level work of subordinates in the work unit.

Check each of the phrases below which describe the kind of supervision this position requires one to exercise.

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Plan work <input type="checkbox"/> Assign work <input type="checkbox"/> Check and approve work <input type="checkbox"/> Make hiring recommendations <input type="checkbox"/> Make promotional recommendations <input type="checkbox"/> Make final decision on hiring <input type="checkbox"/> Make final decision on promotions <input type="checkbox"/> Recommend salary adjustments <input type="checkbox"/> Make final decision on salary adjustments | <ul style="list-style-type: none"> <input type="checkbox"/> Instruct methods, procedures <input type="checkbox"/> Correct errors <input type="checkbox"/> Supervise employees in remote locations <input type="checkbox"/> Maintain employee discipline <input type="checkbox"/> Maintain employee records <input type="checkbox"/> Handle complaints and grievances <input type="checkbox"/> Make recommendations regarding unsatisfactory employees <input type="checkbox"/> Make final decision regarding Unsatisfactory employees |
|---|---|

E. **Contacts:** concerned with the required interaction of the incumbent with individuals both within and outside the organization during the performance of duties.

Specify the type (e.g., coordinating, informational, advisory, counseling, negotiating) and frequency of contacts (e.g., the public, government agencies, sponsors, patients, other hospitals, other research laboratories, Upstate departments/staff).

3. **JOB ACTIVITIES:** Describe all the duties of this position fully, describing what is done and the major steps to illustrate how the job is done with an estimate of how much time is spent on each task per day/week/month, in order to give an accurate and complete picture of the job. Percent of time for all tasks should total 100% For those tasks performed less frequently, you may indicate how often they are performed e.g. monthly, quarterly, annually, etc. Begin with the primary duties of this position and check as required those functions that are essential to attain job objectives as required by the Federal Americans with Disabilities Act 1990.

Percent of Total Time/Frequency	ACTIVITIES	Essential Functions
0%		<input type="checkbox"/>
0%		<input type="checkbox"/>
0%		<input type="checkbox"/>
0%		<input type="checkbox"/>
0%		<input type="checkbox"/>
0%		<input type="checkbox"/>
0%		<input type="checkbox"/>
TOTAL 0%		

4. **COMPLEXITY AND DIFFICULTY** This section covers the nature, number, variety and intricacy of tasks, steps, processes or methods in the work performed; the difficulty in identifying what needs to be done, and the difficulty and originality involved in performing the work. Cite typical examples of problem solving, decision-making, planning or creative thinking which you have accomplished.

A. *NON-ROUTINE WORK* involves interpreting or analyzing results or applying specialized knowledge of procedures requiring not only the ability to use discretion and make independent judgments, but there is a continual variety of interpretation involved in non-routine work.

ROUTINE WORK involves regularly following a detailed course of action in accordance with standard procedures; results are attained and solutions are found by applying standard guidelines and following prescribed procedures; may involve continuous or repetitive tasks.

The major functions/duties of this position would be considered: Routine Non-routine

Give specific examples of "non-routine" or complex activities:

B. Give specific examples, listing in order of importance, of the type and extent of problems that must be resolved by this position on a regular basis.

C. Give specific examples of the initiative, judgment, analytical skills, and creativity necessary to develop workable solutions for the above.

Can the work be standardized in a given period of time? Yes No

D. What guidance is available in the form of established practices or supervision (e.g., handbooks, guidelines, research protocols, past practice, or authoritative advice, etc.)?

5. EQUIPMENT: : List equipment used on a regular basis in the performance of your duties and indicate whether the use of such is considered routine or complex (e.g. office equipment may include personal computer ,scanner, etc.; clinical equipment may include respirators, tracheotomy tubes, monitors, oscilloscope, etc.)

	Routine	Complex
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

6. ACCOUNTABILITY: Depends upon the extent to which the employee is expected to develop the sequence and timing of various aspects of the work, to modify or to recommend modifications of instructions and to participate in establishing priorities and defining objectives.

A. Give specific examples of the duties performed and explain how the employee will be expected to use discretion in decision making, make independent judgments, and be involved in the interpretation of results.

B. What types of decisions are referred to a higher authority? Give specific examples.

C. To what extent is this position involved in policy or research protocol decisions (e.g., implementation, recommending action, development, or interpretation)?

(a) **Interpreting Policy:** (IF APPLICABLE) Choose the ONE (1) that best describes this position’s responsibility for **interpreting** policy within your department. Give examples.

- Performs simple, well-defined duties; no real policy interpretation required.
- Limited knowledge of department’s work; some understanding for interpretation of operating policies.
- Moderate knowledge of department’s work; moderate understanding for interpretation of operating policies.
- Extensive knowledge of department’s work; comprehensive understanding for interpretation of most operating policies

(b) **Formulating Policy:** (IF APPLICABLE) Choose the ONE (1) that best describes your responsibility for formulating policy in the department.

- N/A Assists in formulating policy within a department that would affect: *(check all that apply)*
 - Division of a department Other Upstate departments
 - Entire department General public

Examples:

2. Final authorization of policy within a division of a department. Policy decision would affect:

- Division only Other Upstate departments
- Entire department General public

Examples:

3. Final authorization or approval of major operating policies for a department. Policy decision would affect:

- Department Other Upstate departments General public

Examples:

D. Describe the consequences of an error made by someone in this position. (consider patient care, work flow, cost impact)

E. Indicate below the magnitude of financial/budgetary responsibility (if any).

- | | | |
|--|------------------------------|-----------------------------|
| Review expenses against budget? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Maintain budget records? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Approve expenditures? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Develop budget recommendations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Prepare budget request and written narrative? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Approve budget requests for other departments? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Examples:

F. Give examples of sensitive/confidential information that this position is required to work with or have access to in order to perform the job.

JOB QUALIFICATIONS: The skills, knowledge and abilities should reflect the minimum required to perform the job satisfactorily; the incumbent's personal qualifications may exceed the minimum, and may not be a true measure of job qualifications.

Indicate the **minimum educational level and the number of years of experience (if any) that is required** to perform this job. Include any specific type of experience that may be required (e.g., histology, electron microscopy, etc.). State why the requirements listed are necessary to perform the job. Include any required license, registry or certification, if appropriate.

Minimum Education Requirements:

Required Preferred

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Less than high school education |
| <input type="checkbox"/> | <input type="checkbox"/> | High School diploma or equivalent |
| <input type="checkbox"/> | <input type="checkbox"/> | Associate's degree in |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate and/or advanced specialized or technical training in |
| <input type="checkbox"/> | <input type="checkbox"/> | Bachelor's degree in |
| <input type="checkbox"/> | <input type="checkbox"/> | Master's degree in |
| <input type="checkbox"/> | <input type="checkbox"/> | Doctoral degree in |

In lieu of a formal degree, would you consider employing someone who possessed an equivalent combination of education and experience? Yes No

Minimum Years of Experience Required:

Other Requirements:

8. **ADDITIONAL COMMENTS:** (A statement of any proposed duties that may affect the classification of this position may be included here).

Employee's Signature: _____ **Date:** _____

9. **REVIEW:** (To be completed by the immediate supervisor) Please comment on each of the preceding statements. Attach additional if necessary.

I approve this description as written.

I approve this position as amended.

Supervisor: _____ **Department Head/
Project Director:** _____

Pre-Authorized Appointments Above the Minimum

Civil Service Law Section 131.1(a) -- January 2007

Note: Any of the 131.1(a) amounts may be further increased by an authorized Increased Hiring Salary pursuant to Section 130.4 of the Civil Service Law (Not to Exceed the Job Rate).

For additional information about Increased Hiring Salaries, please refer to the Special Salary Treatment Search Engine on our website.

Title	Grade	Negotiating Unit	Hiring Rate (HR)	131.1(a) Qualifications	131.1(a) Amount	Effective Date	Location
Environmental Engineer	15	05	\$37,478	Bachelor's Degree in an engineering curriculum and either: 1) a Master's Degree in engineering; or 2) a Professional Engineer's License and current registration.	PS&T HR + \$1,513	3/28/02 (Admin.) 4/4/02 (Inst.)	Statewide
Junior Architect	15	05	\$37,478	Bachelor's Degree in an architectural curriculum accredited by the National Architectural Accrediting Board as a first professional degree in architecture, and a Master's Degree in architecture.	PS&T HR + \$1,513	3/28/02 (Admin.) 4/4/02 (Inst.)	Statewide
Junior Engineer	15	05	\$37,478	Bachelor's Degree in an engineering curriculum and either: 1) a Master's Degree in engineering; or 2) a Professional Engineer's License and current registration.	PS&T HR + \$1,513	3/28/02 (Admin.) 4/4/02 (Inst.)	Statewide
Nurse 1	14	05	\$35,428	1) Registered Practical Nurse and one (1) full year of post-licensed clinical nursing experience, or 2) a Bachelor's Degree in Nursing. 1) Registered Practical Nurse and two (2) years of experience, or 2) a Bachelor's Degree in Nursing and one (1) year of experience, or 3) a Master's Degree in Nursing. For Each Additional Year of Post-Licensure Experience, add \$730 (<u>Not to Exceed Job Rate</u>). Authorized Appointments Above the Minimum (CSL §131.1a) and Increased Hiring Salaries (CSL §130.4) whether used separately or together, can only increase a salary to the Job Rate of the title.	PS&T HR + \$730 (<u>Not to Exceed Job Rate</u>). PS&T HR + \$1,459 (<u>Not to Exceed Job Rate</u>). PS&T HR + Amount To Be Determined (<u>Not to Exceed Job Rate</u>).	3/28/02 (Admin.) 4/4/02 (Inst.)	Statewide
Nurse 2	16	05	\$39,624	Minimum qualifications plus either: 1) one (1) full year of additional qualifying clinical nursing experience; or 2) a Bachelor's Degree in Nursing. Minimum qualifications plus either: 1) two (2) years of experience; or 2) a Bachelor's Degree in Nursing plus one (1) year of experience; or 3) a Master's Degree in Nursing. For Each Additional Year of Post-Licensure Experience, add \$1,571 (<u>Not to Exceed Job Rate</u>). Authorized Appointments Above the Minimum (CSL §131.1a) and Increased Hiring Salaries (CSL §130.4), whether used separately or together, can only increase a salary to the Job Rate of the title.	PS&T HR + \$1,571 (<u>Not to Exceed Job Rate</u>). PS&T HR + \$3,142 (<u>Not to Exceed Job Rate</u>). PS&T HR + Amount To be Determined (<u>Not to Exceed Job Rate</u>).	3/28/02 (Admin.) 4/4/02 (Inst.)	Statewide

Title	Grade	Negotiating Unit	Hiring Rate (HR)	131.1(a) Qualifications	131.1(a) Amount	Effective Date	Location
Occupational Therapist	16	05	\$39,624	Master's Degree in Occupational Therapy.	PS&T HR + \$2,258	3/28/02 (Admin.) 4/4/02 (Inst.)	Statewide
Physical Therapist	16	05	\$39,624	Master's Degree in Physical Therapy.	PS&T HR + \$2,258	3/28/02 (Admin.) 4/4/02 (Inst.)	Statewide
Teaching and Research Center Nurse 1	14	05	\$35,428	1) Registered Practical Nurse and one (1) year of post-licensed clinical nursing experience, or 2) a Bachelor's Degree in Nursing. 1) Registered Practical Nurse and two (2) years of experience, or (2) a Bachelor's Degree in Nursing and one (1) year of experience, or 3) a Master's Degree in Nursing. For Each Additional Year of Post-Licensure Experience, add \$730 (Not to Exceed Job Rate). Authorized Appointments Above the Minimum (CSL §131.1a) and Increased Hiring Salaries (CSL §130.4), whether used separately or together, can only increase a salary to the Job Rate of the title.	PS&T HR + \$730 (Not to Exceed Job Rate) PS&T HR + \$1,459 (Not To Exceed Job Rate) PS&T HR + Amount To Be Determined. (Not To Exceed Job Rate)	3/28/02 (Admin.) 4/4/02 (Inst.)	Statewide
Teaching and Research Center Nurse 2	16	05	\$39,624	Minimum qualifications plus either: 1) one (1) full year of additional qualifying clinical nursing experience; or 2) a Bachelor's Degree in Nursing. Minimum qualifications plus either: 1) two (2) years of experience; or 2) a Bachelor's Degree in Nursing plus one (1) year of experience; or 3) a Master's Degree in Nursing. For Each Additional Year of Post-Licensure Experience, add \$1,571 (Not to Exceed Job Rate). Authorized Appointments Above the Minimum (CSL §131.1a) and Increased Hiring Salaries (CSL §130.4), whether used separately or together, can only increase a salary to the Job Rate of the title.	PS&T HR + \$1,571 (Not to Exceed Job Rate) PS&T HR + \$3,142 (Not to Exceed Job Rate) PS&T HR + Amount To Be Determined (Not to Exceed Job Rate)	3/28/02 (Admin.) 4/4/02 (Inst.)	Statewide
Teaching and Research Center Nurse 3	20	05	\$49,192	Minimum qualifications plus either: 1) one (1) full year of additional qualifying clinical nursing experience; or 2) a Bachelor's Degree in Nursing. Minimum qualifications plus either: 1) two (2) years of experience; or 2) a Bachelor's Degree in Nursing plus one (1) year of experience; or 3) a Master's Degree in Nursing. For Each Additional Year of Post-Licensure Experience, add \$1,550 (Not to Exceed Job Rate). Authorized Appointments Above the Minimum (CSL §131.1a) and Increased Hiring Salaries (CSL §130.4), whether used separately or together, can only increase a salary to the Job Rate of the title.	PS&T HR + \$1,550 (Not to Exceed Job Rate) PS&T HR + \$3,100 (Not to Exceed Job Rate) PS&T HR + Amount To Be Determined (Not To Exceed Job Rate)	3/28/02 (Admin.) 4/4/02 (Inst.)	Suffolk County