

Chapter 1

Introduction

Chapter Topics

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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.