Chapter 4

Resources

Chapter Topics

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. <u>Section 0800 provides information on all Classification and Compensation business responsibilities</u> 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 <u>Classification Standards</u>. 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 <u>SPMM, Section 0840, "Title and Salary Plan Elements."</u>

<u>Title and Salary Plan Search Engine</u>:

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 "<u>STD. NO.</u>" column. All codes that are <u>blue and underlined</u> automatically link to the on-line Classification Standard.

<u>Classification Standards</u>:

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 exiting 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.