

Department of Civil Service
Division of Classification & Compensation
Frequently Asked Questions
Engineer Title Consolidation

1. Has my union been informed of these changes?

Yes, PEF has been informed of the title structure changes.

2. Why was this change in titles needed?

In maintaining the State's Title and Salary Plan, it is necessary to realign titles within occupations to better manage the Plan's effectiveness and value. This consolidation brings greater consistency in titles, minimum qualifications and, by extension, the examinations necessary to enter and advance within this occupation. The focus of this effort was on professional titles that lead to, or include, the credential of Professional Engineer (PE).

3. Which titles will be title structure changed?

Please see the attachment for a complete list of titles.

4. How did the Division of Classification & Compensation conduct its review?

Working with selected agency representatives, the Division of Classification & Compensation (C&C) reviewed classification materials, examination announcements, minimum qualifications and duties descriptions.

5. Will this title structure change affect my salary or grade?

The salary grade of only one title is adjusted by this title structure change (see attachment). This change is NOT related to an employee's job performance, nor is it a reflection on the work or mission of the agency; this is a structural change to realign engineer titles with others in the same occupation at comparable levels. A discussion of the impact of such a change is discussed below in #17.

6. If my job is part-time or temporary, will my title also change? What if I am provisional in my job and waiting for an examination to be made permanent?

All positions in the listed titles will be included in this title structure change. Your appointment status (i.e., temporary, provisional, permanent, contingent permanent), however, will not change as a result of this consolidation.

7. Is there a way that my position can be exempted from this change?

No. A title structure change includes all positions in a particular title.

8. Will a title structure change impact my seniority?

There will be no impact on your seniority, which is based upon your original classified service date. Your classified service date determines your seniority credits for promotion examinations and your relative ranking in a reduction-in-force.

9. Will my duties change?

It is unlikely that your duties will change as a result of this initiative.

10. How do I know what my new title can and can't do?

Classification Standards will be published and will describe the typical duties of a title. Please note that Classification Standards are illustrative only and cannot detail all the different tasks that may be assigned to a position in title. To find a Classification Standard, you may ask your agency human resources office or go to:
http://www.cs.ny.gov/tsplan/tsp_search.cfm.

11. Will I be required to serve a new probationary period?

No, your status will not change as a result of the title consolidation. If you are currently on probation, you will be required to complete your probationary term.

12. I am on leave from a title that was consolidated. Will my leave rights change?

No, your leave rights will remain unchanged as a result of the title consolidation.

13. I am on an eligible list for a higher level position in my title series. What happens to my standing on that promotion eligible list?

Your status and score will remain on existing eligible lists. Your agency will be able to confirm through the Staffing Services Division of the Department of Civil Service if additional eligible lists may also be available for certain titles.

14. What will happen to existing transfer determinations between titles?

The Department of Civil Service will ensure that existing transfer determinations are maintained after the title structure change.

15. Will future promotion examinations change?

There may be adjustments to future promotion exams. Such changes would be discussed with agencies when the examination planning for specific titles begins.

16. Will there be other title structure changes?

Yes. At a later date, there may be additional changes in the engineer occupation. The Department of Civil Service periodically reviews titles in State service to maintain and update the State's Title and Salary Plan.

17. The salary grade allocation of my title changed downward. What does that mean for me?

Permanent (and contingent permanent) incumbents of titles reallocated to a lower grade will be held harmless in terms of current salary as well as future compensation matters including, but not limited to, performance advancements, performance awards, and related salary calculations as long those incumbents remain in their existing positions. Temporary and provisional employees have no salary protection.

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