

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE

DIVISION OF STAFFING SERVICES

GENERAL INFORMATION BULLETIN No. 00-03

TO: Department and Agency Human Resource, Personnel and Affirmative Action Officers
FROM: William Doyle – Staffing Services Division
SUBJECT: Appointment to Senior Accountant/Senior Auditor Positions and Traineeships
DATE: September 19, 2000

After reviewing responses to our June 30, 2000, proposal, we are announcing changes to the way the following titles are filled:

Senior Accountant	SG-18	0403300	Senior State Accounts Auditor*	SG-18	0426300
Accountant Trainee 1	NS	0403001	State Accounts Auditor Trainee 1*	NS	0426010
Accountant Trainee 2	NS	0403002	State Accounts Auditor Trainee 2*	NS	0426020
Senior Auditor	SG-18	0421300	Senior Exr. Municipal Affairs*	SG-18	0428300
Auditor Trainee 1	NS	0421201	Exr. Municipal Aff. Trainee 1*	NS	0428010
Auditor Trainee 2	NS	0421202	Exr. Municipal Aff. Trainee 2*	NS	0428020
D.P. Fiscal Sys. Auditor 1	SG-18	0478100	Insurance Examiner*	SG-18	0450200
D.P. Fiscal Sys. Auditor Trainee 1	NS	0478010	Insurance Examiner Trainee 1*	NS	0450010
D.P. Fiscal Sys. Auditor Trainee 2	NS	0478020	Insurance Examiner Trainee 2*	NS	0450020
Senior Health Care Fiscal Analyst	SG-18	0230300	Tax Auditor 1*	SG-18	0467100
Health Care Fiscal An. Trainee 1	NS	0230110	Tax Auditor Trainee 1*	NS	0467010
Health Care Fiscal An. Trainee 2	NS	0230120	Tax Auditor Trainee 2*	NS	0467020

* Series marked have decentralized title-specific exams; the Professional Accounting and Auditing Positions exam results are certified as backup lists.

Since 1990, these journey-level titles have been filled **only** via a two-year traineeship, after appointment from the Professional Accounting and Auditing Positions (Upstate) or (Downstate) examinations. Effective the date of this bulletin, you will have greater latitude on how you may fill these positions. You will be able to fill at the Trainee 1, Trainee 2, or journey level. The appointment level will depend on whether the eligible you are considering meets *or exceeds* the traditional minimum qualifications of a bachelor's degree including, or supplemented by 24 credit hours in accounting and auditing.

CHANGES TO THE ACCOUNTING AND AUDITING ENTRY LEVEL PROCESS

We will shortly be re-issuing the open competitive Professional Accounting and Auditing Careers exam announcement. In addition to new salaries, that announcement will contain the following changes:

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- Two additional exam numbers (upstate and downstate) will be listed to allow candidates to compete for the SG-18 Senior Accountant/Senior Auditor level if they possess a bachelor's degree, 24 credit hours in accounting **and** either **two** years professional accounting/auditing experience or a Certified Public Accountant license. Appointments from the upstate or downstate lists may be made to **either** Senior Accountant or Senior Auditor (or to Senior Health Care Fiscal Analyst or Senior State Accounts Auditor).
- Two more exam numbers (upstate and downstate) will be listed to allow candidates to compete for the SG-18 Data Processing Fiscal Systems Auditor level if they possess a bachelor's degree, 24 credit hours in accounting, **and** six credit hours in computer science, data processing and or management information services **and** either **two** years professional accounting/auditing or computer systems analysis, programming or EDP auditing experience or a Certified Public Accountant license.
- Candidates for the Trainee level will be advised that they will be appointed directly to the Trainee 2 level if they possess **one** year of the applicable professional experience, in addition to the existing minimum qualifications. Possession of the required experience is to be determined by the appointing authority at time of interview (while you do not need to forward anything to Civil Service, you should retain documentation for this decision in your records).

By allowing direct entry at the SG-18, and an intermediate entry at the Trainee 2 level, we expect agencies will be better able to attract candidates for these important positions.

Under these revised terms, the following conditions will apply:

- **LISTS:** When filling a Senior Accountant or Senior Auditor vacancy, there will now be **two** lists – the Trainee list (20-802 upstate, 20-804 downstate) and the SG-18 list (20-822 upstate, 20-824 downstate) – and the appointing agency may use either one. However, if one of those lists is exhausted (has less than three acceptors for the position) and the other is not, an appointment **must** be made from the viable list. We will not accept non-list appointments (other than temp pending canvass) where a viable list exists. We will, however, consider Rule 4.2B nominations in list exhaust situations.

For Data Processing Fiscal Systems Auditor positions, the same process as described above will be applicable – use either the Trainee list (20-803 Upstate, 20-805 Downstate) or the SG-18 list (20-823 Upstate or 20-825 Downstate).

- **LIST USE:** When using the Trainee list, the standard rules of reachability still apply; the level at which the Traineeship is filled will be determined by the qualifications of the reachable candidate you select. For example, if the top three acceptors have no

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experience, you must fill the vacancy at the Trainee 1 level by selecting from among them. You cannot skip three “Trainee 1” level eligibles to reach a “Trainee 2” level eligible.

- **TRAINEE ADVANCEMENT:** Upon appointment to Trainee 1 or Trainee 2 status, advancement to the next level will still require completion of one year of satisfactory performance; there is no provision for ‘fast tracking’. Administration of trainee performance evaluation remains decentralized to the agencies. Agencies are expected to maintain documentation in their records regarding performance review and advancement.
- **TRANSFERS:** Transfers between the titles listed will be allowed subject to the following provisions:
 - Transfer between any of these titles during the Trainee 1 year will not affect the length of the traineeship – that time is considered credited time.
 - Transfer between any of these titles during the Trainee 2 year will require that the transferee complete a full year in the new Trainee 2 level position prior to advancement to Grade 18.
 - Transfer to one of the Data Processing Fiscal Systems Auditor titles will require that the transferee possess the additional educational/ experience qualifications.
 - Where there are no reemployment lists, we will accept §70.4 transfer nominations, according to the nominee’s qualifications, to Trainee 1, 2 or SG-18 levels. Nominations should be forwarded to Staffing Services Section S-4.
- **PROMOTION LISTS:** We will continue the existing promotion CR’s for individual agencies. While it does not seem likely that promotion candidates would have the one or two years of experience needed for appointment above the Trainee 1 level, we’ll consider allowing higher appointment levels if the situation comes up.

CONVERSION OF CURRENT TRAINEES

Current Trainees should be canvassed to determine if they have a full year, or two full years, of qualifying experience subsequent to meeting the educational qualifications. If so, that Trainee must be advanced to the **beginning** of the Trainee 2 or SG-18 level respectively. Experience as a Trainee should be included in making this calculation. For example, a current Trainee 1, who has served six months since appointment, and **also** has a year and five months prior private sector qualifying experience, would be treated as follows:

- Effective immediately (but **not** retroactively) the Trainee should be advanced to the Trainee 2 level, on the basis that the individual has at least one year (but less than two full years) of qualifying experience;
- Once the cumulative experience equals two years of qualifying experience, (one month in this example) the individual should be again advanced, this time to the SG-18 level.

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Probation for Converted Employees: In some cases, this conversion may result in advancement to the SG-18 level for an employee who has only been with you for a couple of months. Normally, the probationary period of a Trainee is the same length as the traineeship, but here, the traineeship has been artificially foreshortened. You should advise the employee that there will be a probationary period that extends into the period of journey level status. This action is in accordance with Classified Service Rule 4.5c, which says:

where an appointment from an open-competitive list can be made to either the trainee or journey level . . . the probationary period for the trainee appointment will be from 26 to 52 weeks or the length of the training period, whichever is greater.

When making one of these Trainee conversions, you should send or fax a letter with the information (agency, Trainee name, SSN, item number, current Trainee level, new level, and basis for the conversion) to your agency's Status Examiner:

Employee Records Section, Room 215
Department of Civil Service
Building 1, State Office Campus
Albany NY 12239
(Fax number (518) 457-5497)

Please also send a copy to Staffing Section 4, Room 315, at the same address, fax number (518) 457-4239. Once we've had a chance to receive that information, you may submit a NYSTEP transaction showing the change as an NCP (*IAG-SPC-NCP*). Once we've verified that the conversion is in order, we will process the transaction.

If you have any question regarding the details of this General Information Bulletin, please contact Staffing Section 4 at (518) 485-2552 or 457-4836.