

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
DIVISION OF STAFFING SERVICES
GENERAL INFORMATION BULLETIN No. 03-01

TO: Department and Agency Human Resource, Personnel and Affirmative Action Officers
FROM: William E. Doyle, Director of Staffing Services
SUBJECT: Reductions-in-Force and Reemployment—Research Scientists
DATE: March 21, 2003

This General Information Bulletin discusses the displacement, separation, and re-employment of Research Scientists affected by reductions-in-force. Specialty designations are critical: agencies are required to annually review specialties with employees and maintain records of any changes. Specialties new to an agency must be approved by the Division of Classification and Compensation.

- Each level of Research Scientist is treated as a separate level for the purpose of determining retention rights during a reduction-in-force.
- Horizontal and vertical displacement in the series takes place by level and specialty.
- As employees in the non-competitive class, Research Scientists vertically displace only through retreat. Retreat is to the last lower-level title (and specialty) held on a permanent basis. Specialty changes have been recorded in NYSTEP, and a history of specialty changes for each employee is available. Consequently, there is a NYSTEP history of specialty designations for each Research Scientist from July, 1998 to present. If necessary, agency records will be used for specialty records prior to NYSTEP.
- Preferred list certification for Research Scientists is title-for-title first and then direct line, using the specialty at time of layoff to determine preferred list rights.
- Research Scientists facing reductions-in-force will have the opportunity to indicate interest in other specialties for which they may qualify through education and experience. (Qualification for specialties is subject to verification by a peer review committee.) The names of these scientists will appear on reemployment rosters for those specialties.
- Reemployment rosters for Research Scientists are managed-placed. To request a reemployment roster for a Research Scientist vacancy, contact the Career Mobility Office at (518) 485-6199.
- The Agency Reduction Transfer List certification process will follow the process for reemployment list certification described above.