

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE**

**DIVISION OF STAFFING SERVICES**

**GENERAL INFORMATION BULLETIN No. 07-06**

TO: Department and Agency Personnel, Human Resources, and Affirmative Action Officers  
FROM: Terry Jordan, Director of Staffing Services  
SUBJECT: Title Structure Changes for G-23 Through M-3 Information Technology Titles  
DATE: September 10, 2007

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An August 30, 2007, memorandum from the Director of Classification and Compensation announced that Grade 23 through M-3 Information Technology titles will be title structure changed effective September 6, 2007. The memorandum, available at <https://www.cs.state.ny.us/businesssuite/News-and-Advisories/Classification-and-Compensation-Memos/>, described three phases for the title-structure changes and reclassifications. The following information has been developed to guide agencies through the steps necessary to place employees in the new titles.

In **Phase 1**, eighteen titles will be title structure changed to a variety of Information Technology Specialist and Manager Information Technology Services titles. The title structure changes will be processed in NYSTEP by the Department of Civil Service on September 17 with an effective date of September 6, 2007.

- No agency NYSTEP transactions are necessary to effect these Phase 1 transfers.
- The eligible list for each “Existing Title” identified in the Phase 1 listing in the August 30 memorandum will be appropriate to fill the “New Title.” For example, the Associate Computer Programmer Analyst eligible list (#06-183) will be appropriate to fill Information Technology Specialist 3.
- There is a one-to-one correlation of “Existing Titles” to “New Titles,” with the exception of the additional new title of Information Technology Specialist 3 (Programming).
- All of the “New Titles”, and Information Technology Specialist 3 (Programming), will be identified as Section 52.6 titles.

In **Phase 2**, agencies will be able to reclassify vacant Information Technology Specialist 3 positions to Information Technology Specialist 3 (Programming). This can be done on or after September 18, 2007 showing a September 6, 2007 (or later) effective date.

- The Associate Computer Programmer Analyst eligible list (#06-183) will be appropriate to fill Information Technology Specialist 3 (Programming) positions until agencies can appoint from the new eligible lists. Agencies must observe the “rule of three” and cannot appoint someone who is not otherwise reachable for an Information Technology Specialist 3 (Programming) appointment.
- The new Associate Computer Programmer Analyst eligible list (#35-085), when established, will be appropriate to fill Information Technology Specialist 3.

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- The new Associate Computer Programmer Analyst – Programming eligible list (#35-086), when established, will be appropriate to fill Information Technology Specialist 3 (Programming).

In **Phase 3**, agencies can reclassify filled Information Technology Specialist 3 positions to Information Technology Specialist 3 (Programming). Phase 3 reclassifications can be submitted on or after October 4, 2007 with a September 6, 2007 (or after) effective date. Employees who were Associate Computer Programmer Analysts when their positions were title structure changed to Information Technology Specialist 3 and whose positions are reclassified in Phase 3 must be 52.6 transferred to Information Technology Specialist 3 (Programming).

- The employee must agree to the transfer. If the employee does not agree to the transfer, the employee must be assigned duties consistent with the generic Information Technology Specialist 3 title.
- The transfer must coincide with the effective date of the reclassification from Information Technology Specialist 3.
- The time-in-title requirement—one year of service in a same-level 52.6 title before transfer can be approved—has been waived for these 52.6 transfers, as long as the geographic location of the position does not change.
- When a non-probationary Information Technology Specialist 3 is transferred to an Information Technology Specialist 3 (Programming) position, the normal probation period applied to transfers must be waived; check the “Prob Waive” box on the NYSTEP panel to accomplish this.
- When an Information Technology Specialist 3 who is on probation is transferred to an Information Technology Specialist 3 (Programming) position, the employee’s probationary period cannot be lengthened or shortened by the transfer. You will see the NYSTEP system automatically assign a new (and incorrect) probationary period to the transferee, which cannot be overwritten by the agency. A Personnel Status Examiner in this Department will manually change the probationary period end date for the Information Technology Specialist 3 (Programming) employee to coincide with the probationary period end date assigned to the employee prior to the transfer. Questions regarding the probationary end date for transferees should be directed to your agency’s Personnel Status Examiner.

Employees appointed as Information Technology Specialists 3 from eligible list #06-183 or #35-085 (Associate Computer Programmer Analyst) must meet the normal requirements for transfer to Information Technology Specialist 3 (Programming). Employees appointed as Information Technology Specialists 3 (Programming) from eligible list #06-183 (Associate Computer Programmer Analyst) or #35-086 (Associate Computer Programmer Analyst – Programming) must meet the normal requirements for transfer to Information Technology Specialist 3.

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Please share this information with your IT management as well as with staff who complete your NYSTEP transactions. If you have questions regarding appointments to these new positions please call Staffing Services Section 4 at (518) 473-9590.