

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE**  
DIVISION OF STAFFING SERVICES  
GENERAL INFORMATION BULLETIN No. 16-03

**TO:** Department and Agency Directors, Human Resources and Affirmative Action Officers

**FROM:** Scott DeFruscio, Director of Staffing Services

**SUBJECT:** Investigator Title Consolidation

**DATE:** June 16, 2016

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A memorandum from the Director of Classification and Compensation dated May 20, 2016, announced that changes to investigator titles would take effect June 16, 2016. The memorandum is available at, <https://www.cs.ny.gov/businesssuite/News-and-Advisories/Classification-and-Compensation-Memos/index.cfm>, and it describes the new set of Investigator series that will replace the numerous titles currently in place. The following information has been developed to guide agencies on the hiring and career mobility of employees in these new title series. Throughout this memorandum titles in existence before the title consolidation will be referred to as “Existing Title” and the newly created titles as “New Title.”

The result of the changes in the Investigator series on existing titles could present as a title consolidation, a reallocation, or a title change. Therefore, the impact of this change on employee mobility and eligible list usage may differ in each situation.

### **Eligible Lists Appropriateness Determinations**

The Staffing Services Division has reviewed existing investigator eligible lists for appropriateness to the newly established titles in effect on June 16, 2016. Generally, the eligible lists for each “Existing Title” will be appropriate to fill the “New Title.” In instances where more than one “Existing Title” has been consolidated into a “New Title,” there may be additional lists deemed appropriate to fill the title. See below for a listing of eligible list appropriateness determinations. Where multiple lists have been declared appropriate to fill a “New Title,” the eligible lists will be equally certifiable. Agencies may “choose a list” to canvass. However, all lists must be exhausted before provisional appointments will be permitted. When canvassing for the newly established titles, agencies should inform eligibles that, due to the investigator consolidation, they are now being canvassed for the newly established title.

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## **Transfers**

All “Existing Title” transfer determinations that were in TTRS prior to the Title Structure Change will be maintained for the “New Title” after the Title Structure Change except for those “New Titles” that are impacted by reallocation. The approved transfer determinations will be reflected in TTRS in the near future.

If an “Existing Title” has been reallocated, TTRS will no longer reflect any past transfer determination that would now result in a greater than two salary grade or one M-grade upgrade. Current impacted employees will continue to have mobility rights based on the “Existing Title” and its past transfer determinations through reinstatement. Agencies should contact their Staffing Services Representative or the Career Mobility Office to discuss specific questions regarding an employee’s ability to transfer or be reinstated. The Department has approved the following transfer determinations for entry-level generic titles:

Investigator 1 (G-14) to Investigative Officer 1 (G-16)  
Investigative Officer 1 (G-16) to Investigative Specialist 1 (G-18)

To request transfer determinations among other newly established titles, agencies should contact their Staffing Services Representative.

### **Investigator Title Series – List Appropriateness Determinations**

#### **Investigator 1, SG-14 (6658100)**

25-434, Investigator  
00-210, Investigator *at the Department of Tax & Finance only*  
24-946, License Investigator 1-downstate  
24-945, License Investigator 1-upstate

#### **Investigator 1 (Chinese Language), SG-14 (6658110)**

24-947, License Investigator 1-downstate (Chinese Language)

#### **Investigator 1 (Korean Language), SG-14 (6658120)**

24-948, License Investigator 1-downstate (Korean Language)

#### **Investigator 1 (Spanish Language), SG-14 (6658130)**

25-463, Investigator (Spanish Language)  
25-039, License Investigator 1 (Spanish Language)

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**Investigator 2, SG-18 (6658200)**

25-344, Senior Investigator

36-361, Senior Investigator

**Investigator 2 (Compensation Claims), SG-18 (6658210)**

35-234, Compensation Claims Investigator 3

**Investigator 2 (License), SG-18 (6658220)**

35-214, License Investigator 2

**Investigator 3 (Compensation Claims), SG-23 (6658310)**

35-235, Compensation Claims Investigator 3

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**Investigative Officer Trainee, NS (6659010)**

25-937, Labor Standards Investigator Trainee

00-315, Labor Standards Investigator Trainee *at the Department of Labor only*

25-796, Unemployment Insurance Investigator Trainee

00-279, Unemployment Insurance Investigator Trainee *at the Department of Labor only*

**Investigative Officer Trainee (Chinese Language), NS (6659011)**

25-938, Labor Standards Investigator Trainee (Chinese Language)

00-316, Labor Standards Investigator Trainee (Chinese Language) *at the Department of Labor only*

**Investigative Officer Trainee (Korean Language), NS (6659012)**

25-939, Labor Standards Investigator Trainee (Korean Language)

00-317, Labor Standards Investigator Trainee (Korean Language) *at the Department of Labor only*

**Investigative Officer Trainee (Spanish Language), NS (6659013)**

25-940, Labor Standards Investigator Trainee (Spanish Language)

00-318, Labor Standards Investigator Trainee (Spanish Language) *at the Department of Labor only*

25-797, Unemployment Insurance Investigator Trainee (Spanish Language)

00-280, Unemployment Insurance Investigator Trainee (Spanish Language) *at the Department of Labor only*

**Investigative Officer Trainee (Motor Vehicle), NS (6659020)**

25-800, Motor Vehicle Investigator Trainee

00-272, Motor Vehicle Investigator Trainee

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**Investigative Officer Trainee (Motor Vehicle) (Chinese Language), NS (6659021)**  
**Investigative Officer Trainee (Motor Vehicle) (Creole Language), NS (6659022)**  
**Investigative Officer Trainee (Motor Vehicle) (Italian Language), NS (6659023)**  
**Investigative Officer Trainee (Motor Vehicle) (Korean Language), NS (6659024)**  
**Investigative Officer Trainee (Motor Vehicle) (Russian Language), NS (6659025)**  
**Investigative Officer Trainee (Motor Vehicle) (Spanish Language), NS (6659026)**  
25-801, Motor Vehicle Investigator Trainee (VLP)  
00-273, Motor Vehicle Investigator Trainee (VLP)

**Investigative Officer Trainee (Beverage Control), NS (6659014)**  
25-717, Beverage Control Investigator Trainee 1  
00-260, Beverage Control Investigator Trainee 1

**Investigative Officer Trainee (Beverage Control) (Chinese Language), NS (6659015)**  
25-718, Beverage Control Investigator Trainee 1 (Chinese Language)

**Investigative Officer Trainee (Beverage Control) (Farsi Language), NS (6659016)**  
25-719, Beverage Control Investigator Trainee 1 (Farsi Language)

**Investigative Officer Trainee (Beverage Control) (Korean Language), NS (6659017)**  
25-720, Beverage Control Investigator (Korean Language)

**Investigative Officer Trainee (Beverage Control) (Russian Language), NS (6659018)**  
25-721, Beverage Control Investigator Trainee 1 (Russian Language)

**Investigative Officer Trainee (Beverage Control) (Spanish Language), NS (6659019)**  
25-722, Beverage Control Investigator Trainee 1 (Spanish Language)

**Investigative Officer 1, SG-16 (6659100)**  
25-966, Compensation Investigator 1  
25-798, Unemployment Insurance Investigator  
00-279, Unemployment Insurance Investigator *at the Department of Labor only*  
25-941, Labor Standards Investigator

**Investigative Officer 1 (Chinese Language), SG-16 (6659105)**  
25-942, Labor Standards Investigator (Chinese Language)

**Investigative Officer 1 (Korean Language), SG-16 (6659110)**  
25-943, Labor Standards Investigator (Korean Language)

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**Investigative Officer 1 (Spanish Language), SG-16 (6659115)**

25-799, Unemployment Insurance Investigator (Spanish Language)

00-280, Unemployment Insurance Investigator (Spanish Language) *at the Department of Labor only*

25-944, Labor Standards Investigator (Spanish Language)

**Investigative Officer 1 (Beverage Control), SG-16 (6659120)**

25-180, Beverage Control Investigator

37-285, Beverage Control Investigator

**Investigative Officer 1 (Beverage Control) (Korean Language), SG-16 (6659135)**

25-183, Beverage Control Investigator (Korean Language)

**Investigative Officer 1 (Beverage Control) (Spanish Language), SG-16 (6659145)**

25-185, Beverage Control Investigator (Spanish Language)

**Investigative Officer 1 (Motor Vehicle), SG-16 (6659150)**

25-807, Motor Vehicle Investigator

25-808, Motor Vehicle Investigator (VLP)

**Investigative Officer 1 (Public Work Wage), SG-16 (6659185)**

25-795, Public Work Wage Investigator

**Investigative Officer 2 (Beverage Control), SG-20 (6659210)**

37-285, Senior Beverage Control Investigator

**Investigative Officer 2 (Labor Standards), SG-20 (6659230)**

37-341, Senior Labor Standards Investigator

**Investigative Officer 2 (Labor Standards) (Chinese Language), SG-20 (6659240)**

37-342, Senior Labor Standards Investigator (Chinese Language)

**Investigative Officer 2 (Labor Standards) (Spanish Language), SG-20 (6659250)**

37-343, Senior Labor Standards Investigator (Spanish Language)

**Investigative Officer 2 (Motor Vehicle), SG-20 (6659260)**

36-528, Senior Motor Vehicle Investigator

**Investigative Officer 2 (Public Work Wage), SG-20 (6659270)**

36-102, Senior Public Work Wage Investigator

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**Investigative Officer 2 (Unemployment Insurance), SG-20 (6659290)**  
37-058, Senior Unemployment Insurance Investigator

**Investigative Officer 2 (Workers Compensation), SG-20 (6659220)**  
36-716, Compensation Investigator 2

**Investigative Officer 3 (Beverage Control), SG-23 (6659310)**  
37-286, Supervising Beverage Control Investigator

**Investigative Officer 3 (Labor Standards), SG-23 (6659330)**  
36-832, Supervising Labor Standards Investigator

**Investigative Officer 3 (Motor Vehicle), SG-23 (6659340)**  
39-639, Supervising Motor Vehicle Investigator

**Investigative Officer 3 (Public Work Wage), SG-23 (6659350)**  
37-344, Supervising Public Work Wage Investigator

**Investigative Officer 3 (Workers Compensation), SG-23 (6659320)**  
36-717, Compensation Investigator 3

**Investigative Officer 4 (Motor Vehicle), SG-25 (6659430)**  
36-924, Chief Motor Vehicle Investigator

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**Investigative Specialist Trainee (Law), NS (6660010)**  
25-920, Law Department Investigator Trainee 1

**Investigative Specialist Trainee (Narcotics), NS (6660012)**  
25-600, Narcotic Investigator Trainee 1

**Investigative Specialist 1, SG-18 (6660100)**  
25-189, Senior Medical Conduct Investigator

**Investigative Specialist 1 (Law), SG-18 (6660130)**  
25-921, Law Department Investigator 1

**Investigative Specialist 1 (Narcotics), SG-18 (6660140)**  
25-602, Narcotic Investigator 1

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**Investigative Specialist 2 (Law), SG-23 (6660220)**

37-331, Law Department Investigator 3

**Investigative Specialist 2 (Narcotics), SG-23 (6660240)**

25-604, Narcotic Investigator 2

36-844, Narcotic Investigator 2

**Investigative Specialist 2 (Professional Conduct), SG-23 (6660250)**

36-353, Supervising Medical Conduct Investigator

**Investigative Specialist 3 (Law), SG-25 (6660320)**

37-332, Law Department Investigator 4