

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE**

**DIVISION OF STAFFING SERVICES**

**GENERAL INFORMATION BULLETIN No. 17-01**

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

FROM: Scott DeFruscio, Director Staffing Services

SUBJECT: Engineering Title Consolidation

DATE: January 20, 2017

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A memorandum from the Director of Classification and Compensation dated December 22, 2016, announced that changes to the engineer titles would take effect January 26, 2017. 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 Engineer title series that will replace several engineering 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."

### **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. 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 determination 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.

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

### **Eligible List Appropriateness Determinations**

The Staffing Services Division has reviewed existing Engineer eligible lists for appropriateness to the newly established titles in effect on January 26, 2017. 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. Below is the 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 "New Titles", agencies should

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inform eligibles that, due to the engineer consolidation, they are now being canvassed for the newly established title.

As a general rule, existing department promotion lists will be appropriate to fill positions within that specific agency only. These lists will show with "DP" and the agency designation. Inter-departmental eligible lists will typically be allowed to fill positions within the various appointing authorities they reside in. These lists will show with "IDP". Decentralized eligible lists will also be declared appropriate to fill positions only within that specific agency. These lists will show with DEC and the agency designation. A "No list" indicates that no existing lists have been deemed appropriate to fill the positions. Staffing will be scheduling meetings with the Engineering Workgroup to discuss future exam plans within the next few weeks.

**Engineering Title Series-List Appropriateness Determinations**

**New Title: Assistant Engineer (Civil), Grade 20 (4063005)**

80-197 Environmental Engineer (Civil) 1- *DEC open competitive ENCON*  
25-998 Park Engineer  
26-072 Junior Engineer (Civil or Transportation)  
37-480 Park Engineer *DP OPRHP*  
26-018 Civil Engineer 1  
37-520 Civil Engineer 1 *IDP*

**New Title: Professional Engineer 1 (Civil), Grade 24 (4063105)**

30-180 Environmental Engineer (Civil) 2 *DEC dept. promotion CR ENCON*  
25-999 Senior Park Engineer  
37-481 Senior Park Engineer *DP OPRHP*  
26-019 Civil Engineer 2  
37-521 Civil Engineer 2 *IDP*

**New Title: Professional Engineer 2 (Civil), Grade 27 (4063205)**

36-895 Environmental Engineer (Civil) 3 *DP DEC*

**New Title: Professional Engineer 3 (Civil), 63 (4063310)**

36-896 Environmental Engineer (Civil) 4 *DP DEC*

**New Title: Assistant Engineer (Civil/Geotechnical), Grade 20 (4063015)**

No list

**New Title: Professional Engineer 1 (Civil/Geotechnical), Grade 24 (4063115)**

No list

**New Title: Professional Engineer 2 (Civil/Geotechnical), Grade 27 (4063220)**

36-923 Associate Soils Engineer *DP DOT*

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**New Title: Assistant Engineer (Civil/Structural), Grade 20 (4063020)**

25-992 Assistant Building Structural Engineer  
37-472 Assistant Building Structural Engineer *IDP*

**New Title: Professional Engineer 1 (Civil/Structural), Grade 24 (4063120)**

25-995 Senior Building Structural Engineer  
37-476 Senior Building Structural Engineer *IDP*

**New Title: Professional Engineer 2 (Civil/Structural), Grade 27 (4063230)**

37-416 Associate Building Structural Engineer *IDP*  
36-922 Civil Engineer (Structures) 3 *DP DOT*  
36-451 Bridge Maintenance Engineer *IDP*  
36-567 Bridge Maintenance Engineer *IDP LTD Rockland County*

**New Title: Professional Engineer 4 (Civil/Structural), 64 (4063410)**

37-193 Transportation Management *DP DOT*

**New Title: Assistant Engineer (Mechanical/HVAC), Grade 20 (4063050)**

25-868 Assistant Heating & Ventilating Engineer  
37-277 Assistant Heating & Ventilating Engineer *IDP*  
26-075 Junior Engineer (Mechanical)

**New Title: Professional Engineer 1 (Mechanical/HVAC), Grade 24 (4063155)**

25-869 Senior Heating & Ventilating Engineer  
37-278 Senior Heating & Ventilating Engineer *IDP*

**New Title: Professional Engineer 2 (Mechanical/HVAC), Grade 27 (4063260)**

No list

**New Title: Professional Engineer 4 (Mechanical/HVAC), Grade 31 (4063440)**

36-495 Principal Heating & Ventilating Engineer *DP OGS*

**New Title: Assistant Engineer (Environmental), Grade 20 (4063035)**

25-874 Sanitary Design Engineer 1  
37-283 Sanitary Design Engineer 1 *IDP*  
26-074 Junior Engineer (Environmental)  
20-280 Public Health Engineer 1 *DEC open competitive CR DOH*  
20-145 Environmental Engineer 1 *DEC open competitive CR ENCON*

**New Title: Professional Engineer 1 (Environmental), Grade 24 (4063135)**

20-281 Public Health Engineer 2 *DEC open competitive CR DOH*  
20-146 Environmental Engineer 2 *DEC open competitive CR ENCON*

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**New Title: Professional Engineer 2 (Environmental), Grade 27 (4063245)**

37-136 Public Health Engineer 3 *DP DOH*

37-111 Environmental Engineer 3 *DP ENCON*

**New Title: Professional Engineer 4 (Environmental), 64 (4063430)**

37-112 Environmental Engineer 4 *DP ENCON*

**New Title: Professional Engineer 1 (Industrial), Grade 24 (4063145)**

28-305 Senior Safety and Health Engineer

**New Title: Professional Engineer 2 (Industrial), Grade 27 (4063250)**

37-650 Associate Safety & Health Engineer

**New Title: Professional Engineer 2 (Civil/Materials), Grade 27 (4063225)**

37-191 Transportation Management *DP DOT*

**New Title: Professional Engineer 5 (Civil/Materials), 65 (4772900)**

37-194 Transportation Management *DP DOT*

**New Title: Assistant Engineer (Civil/Transportation), Grade 20 (4063025)**

26-018 Civil Engineer 1

37-520 Civil Engineer 1 *IDP*

26-072 Junior Engineer (Civil/Transportation)

**New Title: Professional Engineer 1 (Civil/Transportation), Grade 24 (4063125)**

26-019 Civil Engineer 2

37-521 Civil Engineer 2 *IDP*

**New Title: Professional Engineer 2 (Civil/Transportation), Grade 27 (4063235)**

37-256 Civil Engineer 3 *IDP*

37-191 Transportation Management *DOT*

**New Title: Professional Engineer 3 (Civil/Transportation), Grade 29 (4063320)**

37-109 Civil Engineer 4 *IDP*

37-192 Transportation Management *DOT*

**New Title: Professional Engineer 4 (Civil/Transportation), 64 (4063420)**

37-110 Civil Engineer 5 *IDP*

37-193 Transportation Management *DOT*

**New Title: Professional Engineer 5 (Civil/Transportation), 65 (4063520)**

37-194 Transportation Management *DP DOT*

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**New Title: Professional Engineer 6 (Civil/Transportation), 66 (4063610)**

37-195 Transportation Management *DP DOT*

**New Title: Assistant Engineer (Electrical), Grade 20 (4063030)**

25-872 Assistant Building Electrical Engineer

37-281 Assistant Building Electrical Engineer *IDP*

26-073 Junior Engineer (Electrical)

**New Title: Professional Engineer 1 (Electrical), Grade 24 (4063130)**

25-873 Senior Building Electrical Engineer

37-282 Senior Building Electrical Engineer

**New Title: Professional Engineer 2 (Electrical), Grade 27 (4063240)**

37-108 Associate Building Electrical Engineer

**New Title: Assistant Engineer (Civil/Construction), Grade 20 (4063010)**

25-991 Assistant Building Construction Engineer

37-471 Assistant Building Construction Engineer *IDP*

26-070 Junior Engineer (Architectural)

**New Title: Professional Engineer 1 (Civil/Construction), Grade 24 (4063110)**

25-990 Senior Building Construction Engineer

37-470 Senior Building Construction Engineer *IDP*

**New Title: Professional Engineer 2 (Civil/Construction), Grade 27 (4063210)**

36-928 Associate Building Construction Engineer

**New Title: Assistant Engineer (Fire Protection), Grade 20 (4063040)**

No list

**New Title: Professional Engineer 1, (Fire Protection), Grade 24 (4063140)**

No list

**New Title: Assistant Engineer (Mechanical), Grade 20 (4063045)**

26-075 Junior Engineer (Mechanical)

25-870 Assistant Mechanical Construction Engineer

37-279 Assistant Mechanical Construction Engineer *IDP*

**New Title: Professional Engineer 1 (Mechanical), Grade 24 (4063150)**

25-870 Senior Mechanical Construction Engineer

37-280 Senior Mechanical Construction Engineer *IDP*

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**New Title: Professional Engineer 2 (Mechanical), Grade 27 (4063255)**

37-104 Associate Mechanical Construction Engineer *IDP*

**Probation Guidelines for the Engineering Traineeship**

There will be individuals who will be serving probation as Junior Engineers (JE) and Environmental Engineers (EE) when the title structure change into the Engineer Trainee title takes effect. According to the traineeship guidelines, individuals will have two years to obtain their Fundamentals of Engineering (FE) certificate. Individuals appointed as an Engineer Trainee must serve one year in the traineeship regardless of when they obtain their FE. After successful completion of one year as an Engineer Trainee, individuals must be appointed to the Grade 20 title as soon as they inform the agency Human Resources Office that they obtained their FE.

For employees still serving probation as JE's and EE's at the time of the title consolidation, the time they have served as an incumbent JE/EE will count towards completing the two year traineeship as an Engineer Trainee. If they have successfully completed one year as a JE/EE and have their FE, they are to be immediately advanced to the Grade 20 engineering title. Individuals, who have yet to obtain their FE, will have two years from their original appointment date to the JE/EE title to do so. If they do not obtain their FE by the end of the two year of the traineeship, they must be removed from the Engineer Trainee position and cannot advance to the Grade 20.

Civil Service will change the probation end dates in NYSTEP for those JE/EE employees still on probation at the time of the title structure change. However, it will be the agencies' responsibility to submit transactions to advance to the Grade 20 engineer or remove individuals who have not obtained their FE from the trainee title at the end of the probationary period.