

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE

DIVISION OF STAFFING SERVICES

GENERAL INFORMATION BULLETIN No. 17-02

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

FROM: Abner JeanPierre, Director of Classification and Compensation
Scott DeFruscio, Director of Staffing Services

SUBJECT: Change in Jurisdictional Classification of Food Service Worker 1, Grade 5

DATE: April 17, 2017

Effective April 12, 2017, the jurisdictional classification of Food Service Worker 1, Grade 5, has changed from Competitive to Labor, as determined by the Civil Service Commission.

Incumbents of Food Service Worker 1 positions who have permanent competitive service will have no loss in status and will be treated as if they remain in the Competitive Class. Those incumbents will continue to have promotion and transition examination eligibility, be able to transfer to Competitive Class positions, and maintain Competitive Class reemployment rights. There will be no change in salary or benefits, or bargaining unit status (CSEA bargaining unit 04 – Institutional). The Department of Civil Service will maintain a roster of current Competitive Class Food Service Workers 1 as a reference for future employment actions involving these employees. The Department recommends that each agency with the Food Service Worker 1 title maintain a similar roster of its affected employees.

Employees hired as Food Service Worker 1 on or after April 12, 2017, will have the same benefits and rights as incumbents in other titles in the Labor Class such as Cleaner, Laborer, and Maintenance Helper. Additionally, all permanent and contingent-permanent Food Service Workers 1 will be eligible to take the promotion examination for Food Service Worker 2, Grade 9, and any other transition examinations extended to incumbents in the Labor Class.

Appointing authorities should use the attached draft letter, to notify current incumbents of this change in jurisdictional classification as well as the impact this will have on their status. Employees serving in temporary status in permanent items should now be appropriately appointed in permanent status.

Please forward any questions regarding this jurisdictional classification change to your Staffing Services Representative.

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DRAFT LETTER

Dear _____:

Effective April 12, 2017, the jurisdictional classification of Food Service Worker 1, Grade 5, has changed from Competitive to Labor, as determined by the Civil Service Commission.

As a permanent competitive incumbent of your Food Service Worker 1 position, you will have no loss in status and will be treated as if you remain in the Competitive class. You will continue to have promotion and transition examination eligibility, be able to transfer to Competitive Class positions, and maintain Competitive Class reemployment rights. You will incur no change in salary, benefits, or bargaining unit status (CSEA bargaining unit 04 – Institutional) as a result of this change.

Any questions you may have should be directed to _____ in our Human Resources Office.

Sincerely,