

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE**  
DIVISION OF STAFFING SERVICES  
GENERAL INFORMATION BULLETIN No. 22-02 AMENDED

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

**FROM:** Jessica Rowe, Director of Staffing Services

**SUBJECT:** Nurse Title Structure Change

**DATE:** February 13, 2023

A memorandum from the Director of Classification and Compensation of the Department of Civil Service (Department) dated December 15, 2022, announced that changes to Nurse titles would take effect on December 22, 2022. The memorandum and additional supporting information ("RN Title Change") is available at the following link: [C&C Agency Policy/Advisory Memos](#). These documents describe the new set of Nursing titles that will replace several existing titles, a Frequently Asked Questions (FAQ) document, and sample employee communication material. The following information has been developed by the Staffing Services Division to guide agencies on the hiring and career mobility of employees in these new titles. Throughout this memorandum titles in existence before the title structure change will be referred to as "Existing Title" and the newly created titles as "New Title."

### **Transfers**

All "Existing Title" transfer determinations that were in the Title Transfer Reference System (TTRS) prior to the Nurse title structure change will be maintained for the "New Title" after the Nurse 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 Nurse eligible lists for appropriateness to the newly established titles in effect on December 22, 2022. Generally, for non-continuous recruitment exam holdings, the current eligible list 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 a chart identifying current "Existing Title" eligible lists that have been deemed appropriate to fill "New Titles." Where multiple open-competitive

lists have been declared appropriate to fill a "New Title", the eligible lists will be equally certifiable. Agencies may "choose a list" to canvass. If multiple promotion and open-competitive lists have been declared appropriate, the promotion lists will be certified equally first, and the open-competitive lists will be certified second. As a reminder, all lists must be exhausted before provisional appointments will be permitted. When canvassing for the "New Titles", agencies should inform eligibles that, due to the Nurse title structure change, 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 in ELMS 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 the agency designations. A "No list" indicates that no existing lists have been deemed appropriate to fill the positions. The Staffing Services Division and the Testing Services Division are working with subject matter experts to develop updated decentralized examinations. In the interim, until decentralized continuous recruitment examinations for "New Titles" are made available, agencies will be able to accept candidate applications and review qualifications against the "New Title" minimum qualifications for provisional appointment (the process for submitting provisional nomination review to the Staffing Services Representative remains in affect).

### **Nursing Title Series-List Appropriateness Determinations**

Current eligible lists impacted by the Nurse title structure change have been reviewed. A number of current eligible lists with the "Existing Title Name" have been deemed to be appropriate to fill vacancies/positions with the "New Title Name." Agencies should continue to order eligible list certifications through the Eligible List Management System (ELMS) using the title code of the position being filled (as of December 22, 2022, the "New Title"). Please review the following chart for approved list appropriateness determinations that have been recorded in ELMS and are available for agencies to begin using as of December 22, 2022.

<b>List Appropriateness Determinations-as of December 22, 2022</b>				
<b>List #</b>	<b>Old Title Name</b>	<b>Old Title Code</b>	<b>Deemed Appropriate to Fill New Title Name</b>	<b>New Title Code</b>
26548	Infection Control Nurse, OC	5549100	Registered Nurse 3 (Infection Control)	5601400
00445	Infection Control Nurse, Trans	5549100	Registered Nurse 3 (Infection Control)	5601400
38012	Nurse Administrator 1, Promo	5510701	Registered Nurse Supervisor 1	5601500
38013	Nurse Administrator 1 (Psychiatric), Promo	5510750	Registered Nurse Supervisor 1 (Psychiatric)	5601520

<b>List Appropriateness Determinations-as of December 22, 2022</b>				
<b>List #</b>	<b>Old Title Name</b>	<b>Old Title Code</b>	<b>Deemed Appropriate to Fill New Title Name</b>	<b>New Title Code</b>
26432	Nurse Administrator 1 (Psychiatric), OC	5510750	Registered Nurse Supervisor 1 (Psychiatric)	5601520
26433	Nurse Administrator 1 (Rehabilitation), OC	5510730	Registered Nurse Supervisor 1 (Rehabilitation)	5601530
38014	Nurse Administrator 1 (Rehabilitation), Promo	5510730	Registered Nurse Supervisor 1 (Rehabilitation)	5601530
37493	Nurse Administrator 2, Promo	5510720	Registered Nurse Supervisor 1	5601500
37494	Nurse Administrator 2 (Psychiatric), Promo	5510775	Registered Nurse Supervisor 1 (Psychiatric)	5601520
26078	Nurse Administrator 2 (Rehabilitation), OC	5510770	Registered Nurse Supervisor 1 (Rehabilitation)	5601530
37492	Nurse Administrator 2 (Rehabilitation), Promo	5510770	Registered Nurse Supervisor 1 (Rehabilitation)	5601530
37559	Supervising Medical Care Representative, Promo	5504010	Registered Nurse Supervisor 1 (Medical Care)	5601560
25624	Director Youth Nursing Services, OC	5585000	Director Nursing 2 (Youth)	5602110
37879	Mental Hygiene Nursing Program Coordinator (OPWDD), Promo	5500600	Director Nursing 1 (Developmental Disabilities)	5601910
37879	Mental Hygiene Nursing Program Coordinator (OMH), Promo	5500600	Assistant Director Nursing 1 (Psychiatric)	5601750
26304	Director Nursing, OC	5525900	Director Nursing 3 (Psychiatric)	5602240
28375	Senior Utilization Review Nurse, OC	5513300	Registered Nurse 2 (Utilization)	5601390

### **Status of Nursing Titles Continuous Recruitment Examination Programs**

The Department has cancelled all of the nursing continuous recruitment examinations (both exams decentralized and administered by the agencies and exams administered by the Department) effective December 22, 2022.

Continuous recruitment lists with the “Existing Title” have been deemed to be appropriate to fill vacancies/positions with the “New Title.” Agencies will be permitted to make appointments from the list of remaining eligibles. New examination programs for the Nurse titles are under development and will be announced and communicated when they are available.

In the interim, for centralized examinations, examination applications received up to the date of the examination cancellation will be reviewed and rated and names added to the eligible list. Agencies can continue to use the list to fill vacancies and should continue to order eligible list certifications through the Eligible List Management System (ELMS) using the title code of the position being filled (as of December 22, 2022, the “New Title”).

For decentralized examinations, examination applications received up to the date of the examination cancellation must be reviewed and rated and names added to the decentralized eligible list. Agencies can continue to use the list to fill vacancies. If the list becomes exhausted, the provisional hiring mechanism may be considered, with nominees for provisional appointment submitted to the Staffing Services Division following the usual process of review and approval.

<b>Continuous Recruitment List Appropriateness Determinations-as of December 22, 2022†</b>				
<b>List #</b>	<b>Old Title Name</b>	<b>Old Title Code</b>	<b>Deemed Appropriate to Fill New Title Name</b>	<b>New Title Code</b>
20489	Community Mental Health Nurse	5614500	Registered Nurse 2 (Community)	5601310
20490	Community Mental Health Nurse (Spanish Language)	5614510	Registered Nurse 2 (Community SL)	5601300
20911	Health Care Surveyor 2 (Nursing)	5535200	Health Care Surveyor 2 (Nursing)	5603200
20100	Health Services Nurse	5526200	Registered Nurse 1 (Health Services)	5601220
20969	Health Systems Management Program Nurse Series	5615505	Health Care Surveyor 3 (Nursing)	5603300
20969	Health Systems Management Program Nurse Series	5616200	Health Care Surveyor 3 (Nursing)	5603300
20540	Medical Care Representative	5504000	Registered Nurse 2 (Medical Care)	5601380
10002	Nurse 1	5500510	Graduate Nurse (Appoint level only)	5601100
10004	Nurse 1	5500510	Graduate Nurse (Appoint level only)	5601100
20826	Nurse 1	5500510	Graduate Nurse (Appoint level only)	5601100
20826	Nurse 1	5506210	Graduate Nurse (T&RC) (Appoint level only)	5601140
20827	Nurse 1 (Chinese Language)	5500514	Graduate Nurse (CL) (Appoint level only)	5601110
20828	Nurse 1 (Manual Communications)	5500515	Graduate Nurse (MC) (Appoint level only)	5601120
10003	Nurse 1 (Spanish Language)	5500511	Graduate Nurse (SL) (Appoint level only)	5601130

<b>Continuous Recruitment List Appropriateness Determinations-as of December 22, 2022†</b>				
<b>List #</b>	<b>Old Title Name</b>	<b>Old Title Code</b>	<b>Deemed Appropriate to Fill New Title Name</b>	<b>New Title Code</b>
10005	Nurse 1 (Spanish Language)	5500511	Graduate Nurse (SL) (Appoint level only)	5601130
20471	Nurse 1 (Spanish Language)	5500511	Graduate Nurse (SL) (Appoint level only)	5601130
20830	Nurse 2	5500520	Registered Nurse 1	5601200
20830	Nurse 2	5506220	Registered Nurse 1 (T&RC)	5601270
20832	Nurse 2 (Psychiatric)	5500540	Registered Nurse 1 (Psychiatric)	5601240
20833	Nurse 2 (Psychiatric) (Chinese Language)	5500548	Registered Nurse 1 (Psychiatric CL)	5601210
20834	Nurse 2 (Psychiatric) (Manual Communications)	5500527	Registered Nurse 1 (Psychiatric MC)	5601230
20835	Nurse 2 (Psychiatric) (Spanish Language)	5500545	Registered Nurse 1 (Psychiatric SL)	5601250
20836	Nurse 2 (Rehabilitation)	5500550	Registered Nurse 1 (Rehabilitation)	5601260
20473	Nurse 2 (Spanish Language)	5500520	Registered Nurse 1	5601200
20838	Nurse 3 (Geriatric)	5500533	Registered Nurse 2 (Geriatric)	5601320
20839	Nurse 3 (Psychiatric)	5500530	Registered Nurse 2 (Psychiatric)	5601350
20840	Nurse 3 (Psychiatric) (Manual Communications)	5500534	Registered Nurse 2 (Psychiatric MC)	5601330
20841	Nurse 3 (Psychiatric) (Spanish Language)	5500532	Registered Nurse 2 (Psychiatric SL)	5601340
20842	Nurse 3 (Rehabilitation)	5500535	Registered Nurse 2 (Rehabilitation)	5601360
20975	<i>Nurse 3 (Correctional Services)</i>	<i>5500528</i>	<i>Registered Nurse 3 (Correctional Services)</i>	<i>5601410</i>
20266	Teaching & Research Center Nurse 3	5506230	Registered Nurse Supervisor 1 (T&RC)	5601540
20148	Teaching and Research Center Specialty Nurse	5506150	Registered Nurse 2 (T&RC)	5601370

### **Probation/Advancement Guidelines for the Nursing Appoint-Level Change Items†**

*There will be individuals who are serving in Grade 14 Nursing titles when the title structure change to the Graduate Nurse, Grade 14/ Registered Nurse 1, Grade 18 (and various parenthetics) titles takes effect. Please note, all Grade 14 Nursing titles are being title structure changed to Registered Nurse 1, Grade 18, (or appropriate parenthetic). Incumbents in these titles must have their Registered Nurse (RN) license to be eligible for appointment to Registered Nurse 1, Grade 18, (or appropriate parenthetic). Therefore, agencies must review all incumbents in Registered Nurse 1 (or various parenthetics) titles to ensure they have their RN licensure.*

*For those who have not yet received their RN licensure as of December 22, 2022, agencies must submit a NYSTEP transaction to 70.1 transfer the individual to the appropriate Title Graduate Nurse (Or matching Graduate Nurse parenthesis), Grade 14, level, by selecting the PR-50 box in the transaction screen to turn on the appropriate appoint-level (and matching parenthesis) change. The effective date of the 70.1 transaction is December 22, 2022, the same date as the title structure change. The probationary period is to be adjusted by counting the time served as a Nurse 1, Grade 14, and adding any remaining time to provide a total of one year for the individual to obtain their RN license. **Agencies must submit these 70.1 transactions in NYSTEP no later than February 28, 2023.***

Individuals serving in the Graduate Nurse title, upon proof of obtaining their RN license, must be advanced to the Registered Nurse 1, Grade 18, (or appropriate parenthesis) title as soon as they inform the agency Human Resources Office that they obtained their RN license, *and the remainder of the probationary period will continue for the individual now in the Registered Nurse 1 title.*

Individuals, who have yet to obtain their RN licensure, will have one year from their original appointment date to the former Nurse 1, Grade 14 title to do so. If they do not obtain their RN license by the end of the one-year period, they must be removed from the Graduate Nurse position and cannot advance to the Registered Nurse 1, Grade 18, title.

It will be the agency's responsibility to submit a transaction to either advance individuals to the Registered Nurse 1, Grade 18, *with proof of licensure* or remove individuals who have not obtained their RN license from the Graduate Nurse title at the end of the probationary period.

*The Office of the New York State Comptroller has issued a payroll bulletin, [State Agencies Bulletin No. 2096](#), which provides instructions to agencies for submitting payroll payments not processed automatically related to the nursing titles reallocation. It is encouraged to review the bulletin together with all nursing title change guidance information.*

Questions regarding this bulletin should be directed to Margarita Lemmerman of the Staffing Services Division at (518) 473-6614.

†This noted section has been amended effective 2/13/23. Changes showing revised text are identified with italicized font.