

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
STATE PERSONNEL MANAGEMENT MANUAL
Policy Bulletin #19-01**

1840(B) Transfer Between Similar Titles

October 2019

TO: Department and Agency Directors of Human Resources, Personnel and Affirmative Action Officers, Equal Opportunity Specialists, Diversity and Inclusion Specialists

FROM: Jessica Rowe
Director, Division of Staffing Services

SUBJECT: Section 70.1 Transfer Determinations Between Clerical, Keyboarding and Office Assistant titles, Grade 6-15

THIS REPLACES POLICY BULLETIN #96-08, AND PROVIDES AN UPDATED LISTING OF CLERICAL, KEYBOARDING AND OFFICE ASSISTANT TITLES BETWEEN WHICH 70.1 TRANSFER HAS BEEN APPROVED.

The Department is pleased to announce this updated listing of Section 70.1 transfer opportunities between clerical, keyboarding and office assistant titles, grade 6 through grade 15. These determinations are intended to address the recent clerical title consolidations, implementation of the Administrative Assistant traineeship, the need for greater flexibility in deployment and redeployment of the workforce, and to provide additional career mobility opportunities.

A comprehensive review of qualifications, duties and tests for all these titles have determined that transfer pursuant to Civil Service Law Section 70.1 is appropriate between most of the titles grade 6-15 listed here: Clerical, Keyboarding and Office Assistant Transfer Determinations

Transfers are subject to the usual transfer criteria:

- Nominees must have served permanently in an appropriate title or titles for one year**, and
- The titles must be within two salary grades, and
- Nominees must possess any required special credentials, and
- Consecutive transfers cannot result in more than a two-salary grade advancement.

**Service in two or more qualifying titles may be combined to meet the one-year requirement.

The list provided through the link above includes all of the titles covered by these transfer determinations. This title listing may be updated periodically when new transfer appropriateness determinations are made.

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Titles needing special requirements in addition to time in title are indicated by * on the attached list of titles. The special requirements for those titles are provided at the bottom of the list. Titles with language parenthetics also require the demonstration of proficiency in the specific language at a level required for the position. The submission of the NYSTEP transaction serves as the agency's attestation that the nominee meets the special requirements for transfer.

If you have any questions regarding this transfer package, you may call the Division of Staffing Services at (518) 473-6437.