

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification & Salary Guidelines

Occ. Code 2805200

Special Assistant, NS

18, 23, M-1, M-2, M-3, M-4

2805200

Brief Description of Class

Incumbents perform professional functions to ensure that agency projects and executive initiatives are successfully accomplished within required timeframes. Positions are classified at various State agencies, and typically report to a high-level executive.

Distinguishing Characteristics

Positions report to a high-level manager or agency executive. The levels of Special Assistant are distinguished by reporting relationship; level and purpose of contacts; scope of responsibility; impact of work on the agency's operations; and size of the agency (small, medium, large, largest). Positions at Grade 23 and higher may supervise staff.

Grade 18: contacts are generally internal to the agency to obtain and provide information; scope of responsibility is limited and work is closely guided by supervisor; typically non-supervisory.

Grade 23: contacts are internal and external to the agency to obtain and provide information; and scope of responsibility is limited but has independence in performing duties; typically non-supervisory.

M-1: contacts are internal and external to the agency to resolve issues; scope of responsibility is broad; perform duties under wide latitude from executives; work products may have significant impact on agency operations; and may supervise lower staff.

M-2: typically works on assignments for medium, large, and largest agencies; contacts are internal and external to resolve issues of moderate difficulty; scope of responsibility is broad, and duties are of the highest level; work products widely affect agency operations; and may supervise staff.

M-3: typically works on assignments for large and largest agencies; contacts are internal and external to the agency and entail sensitive and significant issues; scope of

responsibility is broad, and duties are of the highest level; work products widely affect agency operations; and may supervise lower staff.

M-4: typically works on assignments for the largest agencies; contacts are internal and external to the agency and entail highly sensitive and significant issues; scope of responsibility is broad, and duties are of the highest level; work products widely affect agency operations; and may supervise lower staff.

The four categories of agencies are based on agency size and are as follows: largest (over 8,000 employees), large (1,501-8,000 employees), medium (500-1,500 employees), and small (fewer than 500 employees).

Illustrative Duties

- Direct and manage agency projects by conducting research, developing implementation strategies, providing oversight, implementing policies and procedures, and offering recommendations to program staff to resolve issues and ensure project timelines are met.
- Provide strategic direction for projects by developing short- and long-term project goals, and developing timelines for implementation.
- Perform research and analysis for the assigned program area; and prepare reports for use by executive management.
- Perform special studies to support the development and implementation of programs to move government forward.
- Develop and maintain partnerships with internal and external entities. Meet with outside stakeholders to discuss program and projects.
- Identify barriers to the success of projects, and propose and implement solutions.
- Serve as a consultant to executive management on projects and programs, and provide status updates to executive staff and other parties.
- May supervise staff or project teams.

Minimum Qualifications

18: bachelor's degree and two years of relevant experience.*

23: bachelor's degree and three years of relevant experience.*

M-1: bachelor's degree and four years of relevant experience.*

M-2: bachelor's degree and five years of relevant experience.*

M-3: bachelor's degree and six years of relevant experience.*

M-4: bachelor's degree and seven years of relevant experience.*

*Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

Note: Classification & Salary Guidelines illustrate the nature and scope of duties and responsibilities of the exempt classes they describe, and the recommended salary ranges for such classes. These guidelines cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those recommended for appointment at the time the guidelines were written.

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