

C&C Update

June 2023 — February 2024

Early Advancement Change To Recognize Performance Improvement

The Division recently made an important change to early advancement policy to recognize performance improvement. Early Advancement (fast-tracking) allows a trainee to move from Trainee 2 to the full-performance level of the target title after 18 months of service or at any time before the conclusion of the traineeship. Previously, in addition to meeting other milestones, such as [consistent and successful performance of the full range of duties and responsibilities of the target title](#), [the trainee also had to receive](#) the highest performance rating at both 12- and 18-months evaluation points.

We recognize that a trainee could have significantly improved over the course of six months. Trainees who may have had a satisfactory rating at 12 months, may have increased their knowledge, skills, and abilities, so that they receive a

“substantially exceeds” or the highest rating at 18 months. To recognize this progression, the Division will allow trainees who obtain the highest performance rating at the 18-month evaluation cycle to be eligible for early advancement.



Early Advancement of a trainee continues to be at the discretion of appointing authorities after a documented review of employees' performance. Agencies, however, must provide all trainees with development opportunities (e.g., training, assignments, rotations) to reach the full performance level. We recognize that individuals absorb materials at different rates; and prior education and experience may play a role in which trainees can be fast

tracked. Agencies must ensure that supervisory reviews of performance and recommendations for early advancement are consistent. By early advancing trainees, agencies are confirming that trainees perform the full range of duties and responsibilities of the target title.

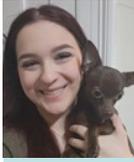
Note that early advancement is still not allowed in the following instances:

- Traineeship has a duration of less than two years.
- Trainee was appointed to the second level of a traineeship; and must, therefore, still complete 52 weeks of probation.
- Title allows automatic advancement to higher grades after the completion of one year of satisfactory service.
- Required training or courses are not completed; or mandatory licenses, certifications, or other credentials have not been obtained.
- Traineeships or apprenticeships in the trades, including those in which a specific set of skills are learned under the supervision of a journey-level skilled trades person.

Division Welcomes New Staff



Molly Yeager comes to C&C after a private sector career in international education consulting, where she helped students from across Russia and East Asia navigate the American higher education system. She spent this past spring working at the Commission on Independent Colleges and Universities through the Center for Women in Government and Civil Society's Fellowship program. Molly will graduate from UAlbany with her MPA this spring. Her policy areas of interest are labor equity and education access with the goal of improving economic mobility for low-income individuals.



Sunny Nowacki graduated from The College of Saint Rose in 2019 with a BA in English. There, she worked as Managing Editor of the school's literary magazine, *Pine Hills Review*, and as Staff Writer for its newspaper, *The Chronicle*. Sunny is an alumni member of the international English honor society, Sigma Tau Delta. She also previously worked for the non-profit organization, Mohawk Hudson Humane Society, in animal care and adoption counselling. She is an artist recreationally, an avid reader, and spends the most time at home with her family.



Michael R. McIndoe previously worked for the Bone and Joint Center as an Appointment Scheduler for four years, and before that at Spectrum for three years in their call center. Michael studied at Hudson Valley Community College and UAlbany from 2012 to 2016 and holds a bachelor's degree in communications. When not working, Michael loves to draw comics, meet with friends, pet his dog, and annoy his twin sister relentlessly. Michael notes, "I'm from a hard-working Jamaican family and I'm happy to bring my work ethics to the State of NY."

Classification Certification Training to Be Offered in March

The Civil Service Institute will offer classification training leading to the opportunity to pass an assessment and be certified as a classification specialist. Starting March 11, 2024, live webinars will be offered over three days, culminating in a certification assessment on March 14, 2024. The assessment will cover topics taught in the webinars. Information for the webinars is below.

Date	Topic/Module	Time	Class Code
Mar 11	(1) The Decentralization Program and Classification Factors	9:30 -12:00	C&C 2024-1
	(2) Jurisdictional Classification, Negotiating Units, and Classification Resources		
Mar 12	(3) The Pre-Request Assessment and Earmarks	9:30 -12:00	C&C 2024-2
	(4) Classification Documents		
Mar 13	(5) Salary Differentials, Appointment Above Minimum Salary, and Equivalent Qualifications	9:30 -12:00	C&C 2024-3
	(6) Temporary Positions and Employee Actions		
Mar 14	Decentralized Training Assessment	9:00 -12:00	C&C 2024-4

The training sessions are open to all. To sign up, go to NYSLearn at <https://nyslearn.ny.gov/>, log-in, click *Find Learning*, and put the Class Code in the search box. Once enrolled, you will have access to Webex instructions through *My Learning*. To download the instructions, click the class title, and then *Notes and Attachments*.

The assessment is open to individuals who have regular exposure to position classification, and at least six months of professional experience in human resources administration. Attendance at the webinars is not required to take the assessment. However, to be certified, attendees must pass the assessment, which covers key concepts presented during the webinars. Previously recorded webinars are available for review at any time at <https://www.cs.ny.gov/businesssuite/Classification/decentralized-training.cfm>.

Having a certified classification specialist allows an agency to participate in the decentralized classification program, which enables certified human resources staff to establish positions in hundreds of agency-specific and interdepartmental titles without upfront review by C&C. This means less time for agencies to fill positions.

Enroll today by going to NYSLearn using the instructions above and entering "C&C 2024" in the search box. For more information, email christine.mason@cs.ny.gov or call 518-474-1011.

Title & Salary Determinations

The determinations listed below are effective on the date shown. If you have any questions regarding these transactions, contact 518-474-1011 or cs.sm.classcomp@cs.ny.gov.

New Titles						
Code	JC	SG	Title	Agency	NU	Effective
36-06530	1	63	Library Development Manager	Ed Main Office	06	1/19/2023
17-19100	1	11	Operations Specialist 1 State Police	State Police	02	2/8/2023
17-19200	1	14	Operations Specialist 2 State Police	State Police	05	2/8/2023
73-35200	1	14	Communications Specialist 2 State Police	State Police	03	3/1/2023
17-71120	1	18	Policy Analyst 1 Energy	Public Service	05	3/7/2023
17-71220	1	23	Policy Analyst 2 Energy	Public Service	05	3/7/2023
17-71320	1	27	Policy Analyst 3 Energy	Public Service	05	3/7/2023
17-71520	1	31	Policy Analyst 5 Energy	Public Service	05	3/7/2023
14-63530	1	25	Crime Analysis Coordinator Intelligence	Crim Just Svcs	05	3/27/2023
66-98110	1	18	Quality Of Care Facility Review Spec 1 Nursing	Justice Center	05	3/30/2023
66-98120	1	23	Quality Of Care Facility Review Spec 2 Nursing	Justice Center	05	3/30/2023
04-64180	0	18	Auditor 1 Insurance Premium	Insurance Fund	05	4/18/2023
17-19300	1	18	Operations Specialist 3 State Police	State Police	05	4/25/2023
92-16000	1	62	State Police Assnt Director Communication Systems	State Police	06	4/25/2023
65-10500	0	27	Hearing Officer 2	Tmp&Disabl Asst	05	5/22/2023
92-02670	1	29	Associate Director Forensic Investigation Center	State Police	05	7/3/2023
25-40200	0	11	Motor Vehicle Representative 2	Motor Vehicles	02	7/19/2023
55-74100	1	11	Certified Peer Specialist 1	MH Buffalo	04	7/26/2023
55-74200	1	14	Certified Peer Specialist 2	MH Buffalo	04	7/26/2023
66-60345	0	25	Investigative Specialist 3 Narcotics	Hlth Main Off	05	8/2/2023
73-35110	0	12	Communications Specialist 1	En Con	03	9/6/2023
73-35210	0	14	Communications Specialist 2	En Con	03	9/6/2023
28-05500	1	65	Coordinator Testing Support	Civil Service	06	9/7/2023
14-37180	0	18	Training Specialist 1 Juvenile Justice	Child&Fam Svcs	05	11/15/2023
14-37280	0	23	Training Specialist 2 Juvenile Justice	Child&Fam Svcs	05	11/15/2023
78-60030	0	15	Railroad Inspector Signal and Train Control	Tr Main Office	05	12/19/2023

Titles Eliminated			
Code	SG	Title	Effective
25-81250	09	Office Assnt 2 Customer Service Chinese Language	11/7/2022
77-13000	08	Folding Machine Operator	3/6/2023
56-01230	18	Registered Nurse 1 Psychiatric Manual Comm	5/18/2023
04-53400	25	Supvr Contract Admn	5/19/2023
57-03110	09	Therapy Aide Occupational	5/23/2023
53-55100	08	Dental Technician	6/6/2023
21-02500	29	Chief Of Pavement Management Systems	6/7/2023
14-87200	61	Affirmative Action Admr 3	7/12/2023
55-57115	11	Secure Care Treatment Aide 1 SL	7/13/2023
25-45100	09	Call Center Representative 1 HESC	7/20/2023
25-45200	14	Call Center Representative 2 HESC	7/20/2023

Titles Eliminated—Cont.

Code	SG	Title	Effective
07-02600	18	Head Statistics Clerk	7/21/2023
66-74223	27	Standards Compliance Analyst 3 Mental Hlth	9/28/2023
20-51800	64	Assnt Dir Financial Management & Accounting	10/31/2023
61-60115	21	Psychologist 1 Chinese Language	11/2/2023
61-04200	38	Research Physn 2	11/6/2023
14-36226	23	Human Resources Specialist 2 Testing Engineering	11/17/2023
17-57100	18	Grants Administrator 1	11/30/2023
14-36126	18	Human Resources Specialist 1 Testing Engineering	12/29/2023

Titles Revised

Code	Deleted Title	Code No.	JC	New Title	NU	Effective
62-19600	Senr Medical Test Assnt, Grade 12	25-87200	0	Supervising Medical Assnt, Grade 12, Civil Service	04	6/8/2023
35-52850	Chief Bur School Improvement Planning, Grade 64	35-33800	0	Education Program Manager 1, Grade 64, Ed Main Office	06	7/6/2023
56-15530	Community Nursing Svs Consultant Dev Disblts, Grade 22	56-01440	0	Registered Nurse 3 Consultant Dev Disblts, Grade 22, OPWDD Main Office	05	7/6/2023
62-12200	Radiologic Technologist, Grade 09	62-12400	0	Licensed Radiologic Technologist, Grade 14, Statewide	04	8/31/2023
51-50202	Assnt Land Surveyor 2, Grade 13	51-50100	0	Land Surveyor Technician 1, Grade 13, Statewide	02	9/14/2023
51-50203	Assnt Land Surveyor 3, Grade 16	51-50200	0	Land Surveyor Technician 2, Grade 16, Statewide	02	9/14/2023
51-50300	Land Surveyor, Grade 20	51-50500	0	Assistant Land Surveyor, Grade 20, Statewide	05	9/14/2023
51-50400	Senr Land Surveyor, Grade 24	51-50600	0	Professional Land Surveyor 1, Grade 24, Statewide	05	9/14/2023
92-02600	Assoc Dir Biological Sciences, Grade 29	92-02670	1	Associate Director Forensic Investigation Center, Grade 29, State Police	05	9/28/2023
92-02650	Assoc Dir Toxicology Services, Grade 29	92-02670	1	Associate Director Forensic Investigation Center, Grade 29, State Police	05	9/28/2023
92-02660	Assoc Dir Laboratory Quality Assurance, Grade 29	92-02670	1	Associate Director Forensic Investigation Center, Grade 29, State Police	05	9/28/2023
92-06500	Assoc Dir Drug Chemistry, Grade 29	92-02670	1	Associate Director Forensic Investigation Center, Grade 29, State Police	05	9/28/2023
25-40000	Motor Vehicle Rep, Grade 09	25-40100	0	Motor Vehicle Representative 1, Grade 09, Motor Vehicles	02	12/7/2023
25-40010	Motor Vehicle Rep Spanish Language, Grade 09	25-40110	0	Motor Vehicle Representative 1 Spanish Language, Grade 09, Motor Vehicles	02	12/7/2023
25-40020	Motor Vehicle Rep Manual Communications, Grade 09	25-40120	0	Motor Vehicle Representative 1 Manual Communctns, Grade 09, Motor Vehicles	02	12/7/2023
25-40030	Motor Vehicle Rep Chinese Language, Grade 09	25-40130	0	Motor Vehicle Representative 1 Chinese Language, Grade 09, Motor Vehicles	02	12/7/2023
25-40040	Motor Vehicle Rep Creole Language, Grade 09	25-40140	0	Motor Vehicle Representative 1 Creole Language, Grade 09, Motor Vehicles	02	12/7/2023
25-40050	Motor Vehicle Rep Italian Language, Grade 09	25-40150	0	Motor Vehicle Representative 1 Italian Language, Grade 09, Motor Vehicles	02	12/7/2023
25-40060	Motor Vehicle Rep Korean Language, Grade 09	25-40160	0	Motor Vehicle Representative 1 Korean Language, Grade 09, Motor Vehicles	02	12/7/2023
25-40070	Motor Vehicle Rep Russian Language, Grade 09	25-40170	0	Motor Vehicle Representative 1 Russian Language, Grade 09, Motor Vehicles	02	12/7/2023
35-37850	Dir Curriculum Services, Grade 65	35-33900	1	Education Program Manager 2, Grade 65, Ed Main Office	06	12/21/2023

Reallocations					
Code	Title	JC	Old SG	New SG	Effective
81-01800	Assnt Dir Vulnerable Persons Central Register	1	27	29	7/20/2023
81-01900	Dir Vulnerable Persons Central Register	1	29	31	7/20/2023
81-07300	Cultural Interpretation Specialist 3	1	25	27	9/28/2023
28-05900	Dir Strategic Planning & Management	1	64	66	9/28/2023

Increased Hiring Rates—Section 130.4 Impracticable to Recruit at Minimum					
Title & Grade	Min Salary	Agency	Location	Effective	
				Admin	Institutional
Dental Public Health Epidemiologist, G-34	Step 7	Statewide	Statewide	6/8/2023	6/15/2023
Dentist 1, G-30	Step 7	Statewide	Statewide	6/8/2023	6/15/2023
Dentist 2, G-32	Step 7	Statewide	Statewide	6/8/2023	6/15/2023
Dentist 3, G-34	Step 7	Statewide	Statewide	6/8/2023	6/15/2023
Nurse Practitioner Acute Care, G-24	Step 7	Statewide	Statewide	6/8/2023	6/15/2023
Nurse Practitioner Adult Health, G-24	Step 7	Statewide	Statewide	6/8/2023	6/15/2023
Nurse Practitioner Community Health, G-24	Step 7	Statewide	Statewide	6/8/2023	6/15/2023
Nurse Practitioner Family Health, G-24	Step 7	Statewide	Statewide	6/8/2023	6/15/2023
Nurse Practitioner Psychiatry, G-24	Step 7	Statewide	Statewide	6/8/2023	6/15/2023
Physician Assnt, G-23	Step 7	Statewide	Statewide	6/8/2023	6/15/2023
Public Health Dentist Local Med Asstnc Prg, G-30	Step 7	Statewide	Statewide	6/8/2023	6/15/2023
Regional Public Health Dentist, G-32	Step 7	Statewide	Statewide	6/8/2023	6/15/2023
Communications Specialist State Police, G-12	Step 5	State Police	Statewide	6/22/2023	6/29/2023
Registered Nurse 3 Consultant Dev Disblts, G-22	Step 4	Statewide	Statewide	7/6/2023	7/13/2023
Disability Review Psychologist, G-25	Step 7	Tmp&Disabl Asst	Statewide	8/17/2023	8/24/2023
Teaching Hosp Surgical Technologist 1, G-09	Step 4	SUNY	Statewide	8/17/2023	8/24/2023
Teaching Hosp Surgical Technologist 2, G-12	Step 4	SUNY	Statewide	8/17/2023	8/24/2023
Voc Rehab Counselor, G-19	Step 3	Statewide	Statewide	8/17/2023	8/24/2023
Quality Of Care Facility Review Spec 1 Nursing, G-18	Step 4	Justice Center	Statewide	10/26/2023	N/A
Quality Of Care Facility Review Spec 2 Nursing, G-23	Step 4	Justice Center	Statewide	10/26/2023	N/A

Shift Pay Differentials—Section 130.6						
Title & Grade	Agency/ Location	Between Hours		Shift Pay	Effective	
				Differential	Admin	Institutional
Plant Utilities Assnt, G-09	OGS/Albany	1:00: PM	11:00: PM	\$ 3,200	3/30/2023	N/A
		10:00: PM	8:00: AM	\$ 4,000		
Plant Utilities Engineer 1, G-14	OGS/Albany	1:00: PM	11:00: PM	\$ 3,200	3/30/2023	N/A
		10:00: PM	8:00: AM	\$ 4,000		
Communications Specialist State Police, G-12	State Police/ Statewide	3:00: PM	11:00: PM	\$3,200	6/22/2023	6/29/2023
		11:00: PM	7:00: AM	\$ 4,000		
RN 3 Consultant Dev Disblts, G-22	Statewide	4:00: PM	12:00: AM	7%	7/6/2023	7/13/2023
		12:00: AM	8:00: AM	10%		

<i>Geographic Area Differentials—Section 130.7</i>					
Title & Grade	Agency	Location	Geographic	Effective	
			Differential	Admin	Institutional
Dental Assnt, G-08	XXXXX Statewide	Statewide	\$4,000	6/8/2023	6/15/2023
Dental Assnt, G-08	XXXXX Statewide	Downstate*	\$6,000	6/8/2023	6/15/2023
Dental Hygienist, G-12	XXXXX Statewide	Statewide	\$4,000	6/8/2023	6/15/2023
Dental Hygienist, G-12	XXXXX Statewide	Downstate*	\$13,000	6/8/2023	6/15/2023
Dental Public Health Epidemiologist, G-34	XXXXX Statewide	Statewide	\$35,000	6/8/2023	6/15/2023
Dentist 1, G-30	XXXXX Statewide	Statewide	\$35,000	6/8/2023	6/15/2023
Dentist 2, G-32	XXXXX Statewide	Statewide	\$35,000	6/8/2023	6/15/2023
Dentist 3, G-34	XXXXX Statewide	Statewide	\$35,000	6/8/2023	6/15/2023
Nurse Practitioner Acute Care, G-24	XXXXX Statewide	Statewide	\$25,000	6/8/2023	6/15/2023
Nurse Practitioner Acute Care, G-24	XXXXX Statewide	Downstate*	\$40,000	6/8/2023	6/15/2023
Nurse Practitioner Adult Health, G-24	XXXXX Statewide	Statewide	\$25,000	6/8/2023	6/15/2023
Nurse Practitioner Adult Health, G-24	XXXXX Statewide	Downstate*	\$40,000	6/8/2023	6/15/2023
Nurse Practitioner Community Health, G-24	XXXXX Statewide	Statewide	\$25,000	6/8/2023	6/15/2023
Nurse Practitioner Community Health, G-24	XXXXX Statewide	Downstate*	\$40,000	6/8/2023	6/15/2023
Nurse Practitioner Family Health, G-24	XXXXX Statewide	Statewide	\$25,000	6/8/2023	6/15/2023
Nurse Practitioner Family Health, G-24	XXXXX Statewide	Downstate*	\$40,000	6/8/2023	6/15/2023
Nurse Practitioner Psychiatry, G-24	XXXXX Statewide	Statewide	\$25,000	6/8/2023	6/15/2023
Nurse Practitioner Psychiatry, G-24	XXXXX Statewide	Downstate*	\$40,000	6/8/2023	6/15/2023
Physician Assnt, G-23	XXXXX Statewide	Statewide	\$25,000	6/8/2023	6/15/2023
Physician Assnt, G-23	XXXXX Statewide	Downstate*	\$40,000	6/8/2023	6/15/2023
Public Health Dentist Local Med Asstnc Prg, G-30	XXXXX Statewide	Statewide	\$35,000	6/8/2023	6/15/2023
Regional Public Health Dentist, G-32	XXXXX Statewide	Statewide	\$35,000	6/8/2023	6/15/2023
Senr Dental Assnt, G-10	XXXXX Statewide	Statewide	\$4,000	6/8/2023	6/15/2023
Senr Dental Assnt, G-10	XXXXX Statewide	Suffolk County	\$6,000	6/8/2023	6/15/2023
Disability Review Psychologist, G-25	27000 OTDA	Statewide	\$20,000	8/17/2023	8/24/2023
Teaching Hosp Sterile Supply Technician 1, G-07	28XXX SUNY	Brooklyn	\$13,000	8/17/2023	8/24/2023
Teaching Hosp Sterile Supply Technician 1, G-07	28XXX SUNY	Buffalo	\$4,000	8/17/2023	8/24/2023
Teaching Hosp Sterile Supply Technician 1, G-07	28XXX SUNY	Stony Brook	\$13,000	8/17/2023	8/24/2023
Teaching Hosp Sterile Supply Technician 1, G-07	28XXX SUNY	Syracuse	\$4,000	8/17/2023	8/24/2023
Teaching Hosp Sterile Supply Technician 2, G-08	28XXX SUNY	Brooklyn	\$13,000	8/17/2023	8/24/2023
Teaching Hosp Sterile Supply Technician 2, G-08	28XXX SUNY	Buffalo	\$4,000	8/17/2023	8/24/2023
Teaching Hosp Sterile Supply Technician 2, G-08	28XXX SUNY	Stony Brook	\$13,000	8/17/2023	8/24/2023
Teaching Hosp Sterile Supply Technician 2, G-08	28XXX SUNY	Syracuse	\$4,000	8/17/2023	8/24/2023
Teaching Hosp Surgical Technologist 1, G-09	28XXX SUNY	Brooklyn	\$13,000	8/17/2023	8/24/2023
Teaching Hosp Surgical Technologist 1, G-09	28XXX SUNY	Syracuse	\$4,000	8/17/2023	8/24/2023
Teaching Hosp Surgical Technologist 2, G-12	28XXX SUNY	Brooklyn	\$13,000	8/17/2023	8/24/2023
Teaching Hosp Surgical Technologist 2, G-12	28XXX SUNY	Syracuse	\$4,000	8/17/2023	8/24/2023
Licensed Radiologic Technologist, G-14	XXXXX Statewide	Statewide	\$4,000	8/31/2023	9/7/2023
Licensed Radiologic Technologist, G-14	XXXXX Statewide	Downstate*	\$13,000	8/31/2023	9/7/2023
Quality Of Care Facility Rev Spec 1 Nursing, G-18	01160 Justice Center	Statewide	\$20,000	10/26/2023	N/A
Quality Of Care Facility Rev Spec 1 Nursing, G-18	01160 Justice Center	Downstate*	\$35,000	10/26/2023	N/A
Quality Of Care Facility Rev Spec 2 Nursing, G-23	01160 Justice Center	Statewide	\$20,000	10/26/2023	N/A
Quality Of Care Facility Rev Spec 2 Nursing, G-23	01160 Justice Center	Downstate*	\$35,000	10/26/2023	N/A

*Downstate includes Bronx, Dutchess, Kings, Nassau, New York, Orange, Putnam, Queens, Richmond, Rockland, Suffolk, Sullivan, Ulster, and Westchester Counties.