



May 4, 2015

Memorandum To: Affected Employees
From: Human Resources Department
Subject: Creation of Office Assistant Title Series

Effective May 7, 2015, titles in the new Office Assistant (OA) title series will replace a wide variety of clerical, keyboarding, and office support titles. A list of titles affected by this title consolidation is attached.

This title consolidation is a result of collaboration between State agencies and the Department of Civil Service's Division of Classification & Compensation. To keep the State's human resources system relevant with the changing realities of the workplace, a realignment of titles was needed to reflect changes in office practices, staffing, and office technologies.

The change in title will have no impact on salary grade, step within your salary grade, union affiliation, or employee status (e.g., permanent, contingent permanent, provisional, temporary). The title consolidation will give managers and employees the tools to responsibly expand work opportunities to address the operating needs of the agency and, at the same time, give employees access to other work assignments appropriate within their new consolidated title. Tentative Classification Standards that describe the work of these new titles are available from the Department of Civil Service website (http://www.cs.ny.gov/tsplan/tsp_search.cfm) no later than May 8, 2015.

A list of Frequently Asked Questions (FAQ) is attached. The FAQs will answer many of your questions. If you still have questions, you may email HR at HR@oswego.edu and we will forward your questions to the Department of Civil Service.

Attachments (2)
Clerical Titles Consolidation
FAQs

Frequently Asked Questions Office Assistant (OA) Title Consolidation

1. *Has my union been informed of these changes?*

Yes, CSEA has been informed of the title consolidation plan.

2. *Why was this change in titles needed?*

Over the years, the Department of Civil Service (DCS) has consolidated other clerical, keyboarding and secretarial titles. DCS believes that changes in the organization of work, work tools (including computers and software), employee skills, and agency structures support the need for broader titles.

3. *Which titles will be consolidated?*

See the attachment for a full list of titles.

4. *Will this title consolidation affect my salary or grade?*

No. There is no impact on an employee's salary or grade.

5. *If my job is part-time or temporary, will my title also change? What if I am provisional in my job and waiting for an examination to be made permanent?*

All positions in the listed titles will be included in this title consolidation. Your appointment status (i.e., temporary, provisional, permanent, contingent permanent), however, will not change as a result of this consolidation.

6. *Is there a way that my position can be exempted from this change?*

No. A title consolidation includes all positions in a particular title.

7. *Will title consolidation impact my seniority?*

There will be no impact on your seniority with New York State. Your seniority with New York State is based upon your original classified service date and will not change. Your classified service date determines your seniority credits for promotion examinations and your relative ranking in a reduction-in-force. There may be an impact, however, in terms of seniority in rank in your consolidated title, but that impact depends in large part

on the classified service date of your agency coworkers that will also be in the same title. This may have an effect on your relative seniority for the purposes of bidding for shifts, work locations, and other related matters.

8. Will my duties change?

Title consolidation will make it possible for you to be assigned other duties. Title consolidation will give managers and employees the tools to responsibly expand work opportunities to address the operating needs of the agency and, at the same time, give employees access to other work assignments appropriate within their consolidated title.

9. Will I be required to serve a new probationary period?

No, your status will not change as a result of the title consolidation. If you are currently on probation, you will be required to complete your probationary term.

10. I am on leave from a title that was consolidated. Will my leave rights change?

No, your leave rights will not change as a result of the title consolidation.

11. How do I know what my new title can and can't do?

Classification Standards will be published and will describe the typical duties of a title. Please note that Classification Standards are illustrative only and cannot detail all the different tasks that may be assigned to a title. To find a Classification Standard, you may ask your agency Human Resources Management office or go to: http://www.cs.ny.gov/tsplan/tsp_search.cfm.

12. What if I think that I am in the wrong new title?

A concerned employee may approach his or her Human Resources Management office to address a specific situation and discuss alternatives. In addition, employees may consult their union representative regarding any concerns about possible out-of-title-work.

13. I am on an eligible list for a higher level position in my title series. What happens to my standing on that promotion eligible list?

Your status and score will remain unchanged. Depending upon circumstances, however, agencies, may be able to use more than one list to fill a vacancy in a

consolidated title. For example, if an agency wishes to fill a position of Stores and Mail Operations Supervisor, Grade 12, both eligible lists for the former titles of Principal Mail & Supply Clerk and Principal Stores Clerk may be used. The eligible lists will not be interfiled. Agencies will have the option to choose either list when making an appointment to a position in the new consolidated title. This is a temporary situation; once a new examination is held for the Stores and Mail Operations Supervisor, Grade 12, only a single list will result.

14. What will happen to existing transfer determinations between titles?

The Department of Civil Service will ensure that existing transfer determinations are maintained after the title consolidation and will consider agency requests for more voluntary transfer determinations.

15. Will promotion examinations change?

There may be adjustments to exams. Such changes would be discussed with agencies when the examinations for specific titles are scheduled.

16. Will I now qualify for more promotion examinations?

Any change in minimum qualifications for promotion examinations would be discussed as part of examination planning with the agencies. It is too soon to predict if additional opportunities will result.

17. If I can now be assigned a greater variety of work, why isn't the salary grade of my new title higher?

Although you may be able to perform additional duties, those duties are at the same salary grade level as your existing title. The possibility of being assigned additional work at the same level of responsibility does not result in a change in salary grade.

18. Will there be other title consolidations?

The Department of Civil Service periodically reviews titles and makes adjustments, consistent with agencies' programmatic needs. There are no other consolidations of clerical titles being proposed at this time.

Department of Civil Service
Division of Classification & Compensation
Clerical Titles Consolidation
April 22, 2015

Current Title	Grade	New Title	Grade
Data Entry Machine Operator Trainee	NS	Office Assistant 1 (Keyboarding)	06
Calculations Clerk 1	06	Office Assistant 1	06
Calculations Clerk 1 (Spanish Language)	06	Office Assistant 1 (Spanish Language)	06
Clerk 1	06	Office Assistant 1	06
Clerk 1 (Spanish Language)	06	Office Assistant 1 (Spanish Language)	06
Data Entry Machine Operator	06	Office Assistant 1 (Keyboarding)	06
Data Entry Machine Operator (Spanish Language)	06	Office Assistant 1 (Keyboarding Spanish Language)	06
Keyboard Specialist 1	06	Office Assistant 1 (Keyboarding)	06
Keyboard Specialist 1 (Chinese Language)	06	Office Assistant 1 (Keyboarding Chinese Language)	06
Keyboard Specialist 1 (Spanish Language)	06	Office Assistant 1 (Keyboarding Spanish Language)	06
Mail & Supply Clerk	06	Office Assistant 1 (Stores/Mail)	06
Stores Clerk 1	06	Office Assistant 1 (Stores/Mail)	06
Agency Services Representative	09	Office Assistant 2 (Customer Service)	09
Agency Services Representative (Chinese Language)	09	Office Assistant 2 (Customer Service Chinese Language)	09
Agency Services Representative (Spanish Language)	09	Office Assistant 2 (Customer Service Spanish Language)	09
Calculations Clerk 2	09	Office Assistant 2 (Calculations)	09
Calculations Clerk 2 (Chinese Language)	09	Office Assistant 2 (Calculations Chinese Language)	09
Clerk 2	09	Office Assistant 2	09
Clerk 2 (Spanish Language)	09	Office Assistant 2 (Spanish Language)	09
Data Processing Clerk 2	09	Office Assistant 2	09
Keyboard Specialist 2	09	Office Assistant 2 (Keyboarding)	09
Keyboard Specialist 2 (Spanish Language)	09	Office Assistant 2 (Keyboarding Spanish Language)	09
Senior Data Entry Machine Operator	09	Office Assistant 2 (Keyboarding)	09
Senior Mail & Supply Clerk	09	Office Assistant 2 (Stores/Mail)	09
Senior Underwriting Clerk	09	Office Assistant 2 (Calculations)	09
Stores Clerk 2	09	Office Assistant 2 (Stores/Mail)	09
Training Aide	09	Office Assistant 2	09
Principal Mail and Supply Clerk	12	Stores & Mail Operations Supervisor	12
Principal Stores Clerk	12	Stores & Mail Operations Supervisor	12
Data Processing Clerk 3	14	Office Assistant 3	14
Principal Account Clerk	14	Office Assistant 3 (Calculations)	14
Principal Actuarial Clerk	14	Office Assistant 3 (Calculations)	14
Principal Audit Clerk	14	Office Assistant 3 (Calculations)	14
Principal Clerk	14	Office Assistant 3	14
Principal Clerk Personnel	14	Office Assistant 3 (Human Resources)	14
Principal File Clerk	14	Office Assistant 3	14
Principal Statistics Clerk	14	Office Assistant 3 (Calculations)	14
Purchasing Assistant 2	14	Office Assistant 3 (Calculations)	14