

C&C Update

November 2016

Understanding Complexity

From time to time, the Division receives applications to establish positions, mostly at higher levels, based solely on complexity. Such requested positions are oftentimes non-supervisory or nominally supervisory. The classification criteria for such positions, however, are normally performance of the most demanding activities, and supervisory or managerial duties.

Complexity covers the nature and variety of tasks, steps, processes, methods and activities in the work performed; and the degree to which the employee must vary the work, discern interrelationships and deviations, or develop new techniques, criteria, or information. At the low end of the complexity scale, the work involves few, clear-cut and directly related tasks or functions (Rabin Et al., 1995, p. 300).

Additionally, other elements to consider when assessing complexity in work are: status of work—such as how the work is assigned and what other positions handle the work before and after it leaves the subject position; selection of assignments—such as how assignments are determined and whether assignments are pre-reviewed by supervisors or managers; procedures followed, processes performed, plans or actions initiated or developed by the position—such as the independence of operation and authority the incumbent has to make decisions, the types of decisions made, the novelty of such these decision, and how much precedence influenced such actions; control of the position's work by others—such as how much technical supervision over assignments is exercised by supervisors or managers; and variety and scope of work—such as the type of work (e.g., analytical, technical, or clerical), the frequency of the work, and the skills and abilities needed to perform each task (Baruch, 1965).

Moreover, simply stating in a justification letter or duties description that a position performs



“complex duties” is not compelling. The complexity needs to be explained in detail with unambiguous, illustrative and meaningful descriptions of such work. Statements of such difficult or complex duties should and will be compared to the typical duties of the same class or occupation, and similar classes and occupations.

Claims of complexity will be suspect especially for requested atypical, high level positions in title series with numerous levels. For example, in a title series with a Grade 18 (entry level), Grade 23, (advanced performance level); Grade 27 (first supervisory level); Grade 29 (managerial level), and additional classes of director and assistant director, classifying a position at Grade 29 based on complexity alone would be extraordinary. In such series, the roles of the Grade 27 and 29 positions not only entail

performing the most difficult duties but also the added responsibilities of supervision and management. It should be noted that supervisory and managerial activities may contribute to complexity.

Furthermore, even if there are indicators that the work is complex, the frequency, intensiveness and extensiveness of such work will be weighed along with other classification factors such as communication, responsibility, and education and experience. In other words, complexity is not valued in isolation of other classification factors but instead in conjunction with these other components.

To be valid, claims of complexity must be supported by duties and responsibilities of a nature that do not override other classification factors but bolster them.

Rabin, J., Vocino, T., Hildreth, W. B., & Miller, G.J. (1995) Placing the Individual into the Organization: Staffing and Classification in Human Resources Management, *Handbook of Public Personnel Administration*, Marcel Decker, Inc., New York, 58, 300

Baruch, I. (1965) Civil Service Assembly, *Position Classification in the Public Service*, Public Personnel Association, Chicago, 92-104

Title & Salary Determinations

The determinations listed below are effective on the date shown. Questions regarding these transactions should be addressed to Maureen Languish at maureen.languish@cs.ny.gov or 518-474-1011.

New Titles						
Code	JC	SG	Title	Agency	NU	Effective
64-66100	0	18	Public Health Field Services Rep 1	Hlth Main Off	05	10/6/2016
66-60340	0	25	Investigative Specialist 3 Medicaid	OMIG	05	8/22/2016

Titles Eliminated			
Code	SG	Title	Effective
35-75500	23	Academic Programs Admr	9/15/2016
23-56700	61	Assnt Chief Bur Of Leases	9/15/2016
22-68100	11	Assnt Coord Museum Visitor Services	9/15/2016
36-06700	63	Assnt Coord Statewide Library Services	9/15/2016
35-37750	64	Assnt Dir Curriculum Services	9/15/2016
64-10500	23	Assnt Dir Surplus Food Distribution	9/15/2016
35-69200	22	Assnt In Educ Disadvantaged	9/15/2016
35-41500	22	Assnt In Educl Data Systems	9/15/2016
35-10700	22	Assnt In Educl Information Services	9/15/2016
38-23500	22	Assnt In Museum Extension Services	9/15/2016
22-06200	18	Assnt Supvr Cntr Art & Design	9/15/2016
35-69400	26	Assoc In Educ Disadvantaged	9/15/2016
35-48400	26	Assoc In Educl Finance Research	9/15/2016
17-21400	23	Assoc Voc Rehab Program Planner	9/15/2016
35-51675	64	Chief Bur Health & Drug Educ & Services	9/15/2016
35-17800	64	Chief Bur Nursing Educ	9/15/2016
24-35400	64	Chief Bur Postsecondary Research Info Systems	9/15/2016
35-85800	64	Chief Bur Professional Career Opprtnty Pgms	9/15/2016
83-42700	63	Chief Bur Rehab Facilities Review	9/15/2016
24-58800	63	Chief Bur Research & Innovation	9/15/2016
35-52851	64	Chief Bur School & Categorical Programs Evalutn	9/15/2016
35-03800	64	Coord Adult Educ	9/15/2016
35-49700	63	Coord District Supts	9/15/2016
35-45700	64	Coord Early Childhood Educ	9/15/2016
28-57300	25	Coord New York City Educl Workforce Dev	9/15/2016
35-82500	64	Coord Non Public School Services	9/15/2016
81-43500	15	Coord Parent & Family Services	9/15/2016
35-72500	28	Coord Project For Dev Of Spec Educ Personnel	9/15/2016
35-58000	28	Coord Special Health & Fitness Progms	9/15/2016
83-46600	64	Coord Voc Rehab Client Services	9/15/2016
35-25800	64	Dir Bilingual Education	9/15/2016
35-52900	65	Dir Compensatory Educ	9/15/2016
35-77900	65	Dir Div Academic Program Review	9/15/2016
38-11800	62	Dir Museum Exhibits	9/15/2016
55-28900	28	Dir School Health Demonstration Program	9/15/2016
35-08900	63	Dir State Facilitator Project	9/15/2016

Titles Eliminated Cont.			
Code	SG	Title	Effective
83-51400	62	Disability Services Coord	9/15/2016
51-10100	03	Drafting Assnt	9/15/2016
14-14411	61	Engineering Personnel Examiner 3	10/6/2016
35-02950	66	Executive Coord Equity & Access Programs	9/15/2016
31-25100	14	Food Service Specialist 1	9/15/2016
31-25200	18	Food Service Specialist 2	9/15/2016
38-03900	18	Gen Services Visitor Program Production Manager	9/15/2016
38-09500	17	Museum Educ Supvr	9/15/2016
38-11200	14	Museum Exhibit Designer	9/15/2016
83-77600	28	Professional Assistance Program Coord	9/15/2016
71-07160	64	Public Buildings Manager 6	9/15/2016
83-73900	64	Regional Dir Field Operations	9/15/2016
35-74900	65	Regional Educ Coord	9/15/2016
62-38200	08	Science Service Technician	9/15/2016
62-38300	12	Senr Science Service Technician	9/15/2016
36-02500	27	State Law Librarian	9/15/2016
83-41700	25	Supvg Rehab Facilities Specialist	9/15/2016
35-25500	28	Supvr Bilingual Educ	9/15/2016
35-56300	28	Supvr School Health Educ	9/15/2016
52-55240	61	Treatment Team Leader Handicapped Children	9/15/2016
17-21200	25	Voc Rehab Social Security Consultant	9/15/2016
81-14500	25	Voc Rehab Social Services Consultant	9/15/2016

Titles Revised						
Code	Deleted Title	Code No.	JC	New Title	NU	Effective
08-16330	Business Systems Analyst 3 Insurance, Grade 25	08-16300	0	Business Systems Analyst 3, Grade 25, Financial Services	05	10/6/2016
08-16430	Business Systems Analyst 4 Insurance, Grade 27	08-16400	0	Business Systems Analyst 4, Grade 27, Financial Services	05	10/6/2016
14-14311	Engineering Personnel Examiner 2, Grade 20	14-12310	0	Senr Personnel Examiner Engineering, Grade 18, Civil Service	06	10/6/2016

Reallocations					
Code	Title	JC	Old SG	New SG	Effective
52-60201	Psychiatrist 1	0	35	38	9/29/2016
52-60310	Psychiatrist 1 Children & Youth	0	35	38	9/29/2016
52-60214	Psychiatrist 1 Chinese Language	0	35	38	9/29/2016
52-60211	Psychiatrist 1 Forensic	0	35	38	9/29/2016
52-66100	Psychiatrist 1 Research	1	35	38	9/29/2016
52-60610	Psychiatrist 1 Spanish Language	0	35	38	9/29/2016

Increased Hiring Rates — Section 130.4 Impracticable to Recruit at Minimum					
Title & Grade	Temp Min Salary	Agency	Location	Effective	
				Admin	Institutional
Infection Control Nurse, G-19	HR + \$ 5,748	DOCCS Main Office	Chemung	11/3/2016	10/27/2016

Increased Hiring Rates —Section 130.4 Impracticable to Recruit at Minimum

Title & Grade	Temp Min Salary	Agency	Location	Effective	
				Admin	Institutional
Nurse Practitioner Adult Health, G-24	\$ 90,020	Corrections and Commnty Sprvsn	Clinton	11/3/2016	10/27/2016
	\$ 90,020	Corrections and Commnty Sprvsn	Franklin	11/3/2016	10/27/2016
	\$ 90,020	Corrections and Commnty Sprvsn	Jefferson	11/3/2016	10/27/2016
	\$ 90,020	Corrections and Commnty Sprvsn	St Lawrence	11/3/2016	10/27/2016
Nurse Practitioner Community Health, G-24	\$ 90,020	Corrections and Commnty Sprvsn	Clinton	11/3/2016	10/27/2016
	\$ 90,020	Corrections and Commnty Sprvsn	Franklin	11/3/2016	10/27/2016
	\$ 90,020	Corrections and Commnty Sprvsn	Jefferson	11/3/2016	10/27/2016
	\$ 90,020	Corrections and Commnty Sprvsn	St Lawrence	11/3/2016	10/27/2016
Nurse Practitioner Family Health, G-24	\$ 90,020	Corrections and Commnty Sprvsn	Clinton	11/3/2016	10/27/2016
	\$ 90,020	Corrections and Commnty Sprvsn	Franklin	11/3/2016	10/27/2016
	\$ 90,020	Corrections and Commnty Sprvsn	Jefferson	11/3/2016	10/27/2016
	\$ 90,020	Corrections and Commnty Sprvsn	St Lawrence	11/3/2016	10/27/2016

Geographic Area Differentials—Section 130.7

Title & Grade	Agency	Location	Geographic	Effective	
			Differential	Admin	Institutional
Infection Control Nurse, G-19	DOCCS Main Office	Chemung	\$ 4,500	11/3/2016	10/27/2016

Onboard Employees Faster

By participating in the decentralized classification program, you can establish positions in hundreds of agency-specific and interdepartmental titles without prior C&C review. Requests are automatically approved once submitted in NYSTEP. ***This means you can onboard employees a lot quicker!***



You must be certified by C&C to sign off on decentralized transactions. Register today for the upcoming session.

When: Wednesday, December 14, 2016

Time: 9:00am—4:30pm

Where: CBTT 2106
Department of Civil Service
South Swan Street Core 1, Albany

To sign up, go to NYSLearn at <https://nyslearn.ny.gov/>, login, click Find Learning, and put Class Code: CC Classroom 2016 or CC Webinar 2016. Those without access to NYSLearn should send an email to <candctraining@cs.ny.gov> to enroll. Employees in the Capital Region are strongly urged to attend the training in person.