

## **Frequently Asked Questions Trades/Labor Title Consolidation**

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

Yes, CSEA and PEF have been informed of this title consolidation. Your union representation and membership status will not be affected by this action.

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

In maintaining the State's title structure, it is sometimes necessary to realign titles within occupations. This consolidation brings greater consistency in titles across varied agencies.

*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. Other than a change in title, are there any other changes?*

None, except for a single change for Grounds Workers, Grade 6, who will go to Facility Operations Assistant 1 (Grounds), Grade 6, and move from non-competitive to labor jurisdictional class. This change is essentially a technicality; corrects an administrative oversight that left Grounds Workers in the non-competitive jurisdictional class instead of the labor class with other similar titles like Laborer, Maintenance Helper, Plant Utilities Helper, and others. There is virtually no impact on current employees in the Grounds Worker title because they will continue to be treated as if they remained in the non-competitive jurisdictional class.

*6. 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) will not change due to this consolidation.

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

No. A title consolidation includes all positions in the targeted titles.

*8. Will title consolidation impact my seniority?*

There will be no impact on your seniority, which is based upon your original classified service date. Your classified service date determines your seniority credits for promotion examinations and your relative ranking in a reduction-in-force.

*9. Will my duties change?*

While unlikely, title consolidations generally may make it possible for you to be assigned other similar or related 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.

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

No, your status will not change due to this title consolidation. If you are currently on probation, you will be required to complete your probationary term as originally set.

*11. I am on leave from a title that will be consolidated. Will my leave rights change?*

No, your leave rights will not change due to the title consolidation.

*12. 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 each title. Please note that Classification Standards are illustrative only and cannot detail all the different tasks that may be assigned to a title. Classification Standards will be available on September 14, 2018. You may ask your agency Human Resources Management Office or go to: [http://www.cs.ny.gov/tsplan/tsp\\_search.cfm](http://www.cs.ny.gov/tsplan/tsp_search.cfm).

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

You may approach your Human Resources Office to discuss your situation. In addition, employees may consult their union representative regarding any concerns about that matter as well and/ or any possible concern regarding out-of-title-work.

*14. I am on an eligible list for a higher-level position. What happens to my standing on that promotion eligible list?*

Your status and score on existing eligible lists will remain unchanged.

*15. What will happen to existing transfer determinations between titles?*

Transfer determinations apply to open competitive titles only. The Department of Civil Service will attempt to ensure that existing transfer determinations are maintained after the title consolidation and will consider agency requests for other voluntary transfer determinations.

*16. 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.

*17. 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.

*18. Will there be other title consolidations?*

The Department of Civil Service periodically reviews and adjusts titles consistent with sound classification principles and agencies' programmatic needs. No other consolidation in these occupations is currently scheduled.