

NYSDCS Title and Salary Listing Overview

The Department of Civil Service has the lead role in the State for administration of the merit system. It also administers the New York State Health Insurance Program (NYSHIP).

Mission and Goals

- Provide State and local agencies with talent possessing the necessary knowledge, skills and abilities to deliver critical services;
- Ensure fair and equal opportunity to compete for positions through administration of the merit system; and
- Administer the New York State Health Insurance Program (NYSHIP) for State and local government employees, retirees and their families under statute or through collective bargaining agreements.

Services are provided to State agencies and certain authorities in administering the merit system, including classifying and allocating positions; developing, administering and scoring examinations; establishing and maintaining eligible lists; and providing policy advice and assistance with respect to personnel recruitment and placement, diversity efforts and workforce restructuring.

Examination services, classification and staffing assistance and other technical assistance are provided to municipal civil service agencies that are responsible for civil service administration for over 350,000 local government employees.

The Department supports the New York State Civil Service Commission. The Commission adopts and modifies rules governing a wide range of State civil service matters. The Commission hears and determines appeals on such matters as examination qualifications, examination ratings, position classifications, pay grade determinations, disciplinary actions, and the use of preferred lists. In addition, the State Civil Service Commission inspects and oversees the operations of municipal Civil Service Commissions and city and county personnel officers.

The Department's Employee Benefits Division (EBD) administers the New York State Health Insurance Program (NYSHIP) for State and local government employees, retirees and their families under statute or through collective bargaining agreements. NYSHIP is a comprehensive health insurance program and is one of the largest public employer health insurance programs in the nation, covering over 1.2 million lives.

The Title and Salary Listing is a compilation of job titles in Executive Branch agencies, and public authorities and benefit corporations under the jurisdiction of the Department of Civil Service. It also includes titles in the classified service of the State University of New York.

Titles are created, modified or eliminated by the Department of Civil Service. The Title and Salary Listing is updated periodically to reflect those changes.

The document is useful for those interested in pursuing a career with New York as it shows the full breadth of available occupations in State government. The listing also provides essential information to those involved in preparing and reviewing position classification requests and personnel transactions.

Key information in the Title and Salary Listing includes the Title Code, Title Name, Salary Grade, Jurisdictional Class, Negotiating Unit, and Classification Standard Number. The Title and Salary Listing contains approximately 5,000 titles and is arranged alphabetically by the name of the title. Every title is assigned a unique seven digit Title Code. The first two numbers designate the occupational group within which the title belongs. The other five digits are used to further group titles by level and other specialized requirements (e.g., requirement for a language other than English).

The Salary Grade (SG) denotes the range of pay of positions in a title. Titles with a grade of OS (Other Statute) indicate that the salaries of positions in these titles are listed in the law that created the positions. Non-Statutory (NS) titles are those with no established salary ranges. Trainee titles, which are used to provide on-the-job training to employees in entry-level positions, are also listed as NS. These trainee titles have graduated salaries as employees progress through the traineeship.

The Jurisdictional Class (JC) denotes the method by which positions in the title are filled. Competitive (0) and Non-Competitive (1, 6) typically require some type of examination. No examinations are given for Exempt (2, 7) and Labor (3) class positions.

The Negotiating Unit (NU) shows the corresponding bargaining unit assigned to a title for represented and non-represented employees. Most employees in State government are represented by a union, which may have multiple bargaining units.

The Classification Standard Number (Standard Number) indicates whether a Classification Standard has been published for a title. This document describes the class and includes information on the duties and responsibilities of positions in the title, and minimum qualifications for appointment. Titles for which a Classification Standard has been published has a hyperlink and can be viewed online at <http://www.cs.ny.gov/tsplan/tsp.html>.

While all attempts are made to provide accurate, current and reliable information, the Department of Civil Service recognizes the possibility of human and/or mechanical error and that information captured at a point in time often becomes obsolete. Therefore, the New York State Department of Civil Service, its employees, officers and agents make no representation, warranty or guarantee as to the accuracy, completeness, currency or suitability of the information provided here.