aproximately 450 out-of-field work experiences and employee applications for reclassification opportunities is common practice. These experiences are reviewed regularly by the personnel and human resources departments to ensure that qualified and eligible employees are selected.

Our out-of-field experiences have also prompted the study of a life structure and allocation model which relates the management of labor to salary grade. The model suggests that changes in the structure of a life grade can be brought about in a life grade by changes in the structure of a life grade. This is done by changing the structure of a life grade and/or the structure of the allocation of funds to that life grade.

PPE I labor management committees can also influence the decisions of an agency to allocate funds to a life grade. The model suggests that changes in the structure of a life grade can be brought about in a life grade by changes in the structure of a life grade. This is done by changing the structure of a life grade and/or the structure of the allocation of funds to that life grade.

Reclassification problems, such as those encountered in the study of a life grade, can be brought about in a life grade by changes in the structure of a life grade. For the purpose of this study, the model suggests that changes in the structure of a life grade can be brought about in a life grade by changes in the structure of a life grade. This is done by changing the structure of a life grade and/or the structure of the allocation of funds to that life grade.

CSC is currently using the number of occupational groups to identify the number of occupational groups required for each campus. The CSC defines these groups and the classifications required for each. The CSC also defines the classifications required for each.
Please review and familiarize yourself with the attached FAQ. Description of each classification and reclassification process and empowers PEF members to develop a compelling case for both their agency and CCC.

The request for reclassification must be given by the Division of Budget (DOB), after the agency has submitted a request in accordance with CFC. The request should be submitted by the Director of Planning.

In 2001, the State Director of Operations sent a memo to State Agencies stating that applications were to be prepared for submission to the State Director. However, the CFC FAQ states that the process is subject to review by the Director of Budget and CCC. Please consult the FAQ for more information and data on topics such as reclassification and reclassification problems. Therefore, the Agency and CCC prepare a combined plan detailing any changes they have experienced. PEF has imposed several job duties for experts in the field who can provide input and knowledge about the process.

Once an agency is committed, a compelling case must be prepared for submission to the Director of Budget and CCC. The request for reclassification must be given by the Director of Planning. The request should be submitted by the Director of Planning.
Frequently Asked Questions

Reclassification, Reallocation, and Salary Enhancement

Reclassification

What is the difference between reclassification, reallocation, and salary enhancement?

1. Reclassification: Requires a material change in the duties and responsibilities of a title. A change in title or a change in the level of responsibility and authority.
2. Reallocation: Requires a material change in the duties and responsibilities of a title. A change in the level of responsibility and authority.
3. Salary Enhancement: Requires evidence that a class is underpaid in relation to similar positions in the same service. Based on equitable considerations, such as duties, responsibilities, and minimum qualifications.

What does salary enhancement mean?

Salary enhancements may mean volume increases, workload increases, changes in workload, or changes in pay rates. They may not change the job title or the classification.

Assistant:

Appropriate salary grades.

What is the appropriate salary grade and investigate all matters relating to the reclassification, reallocation, and salary enhancement.

Reclassification and Computation (CC) is responsible for Property Classification, Reallocation, and Computation.

Under Civil Service Law Section 118, the Division of Classification and Computation (CC) is responsible for Property Classification, Reallocation, and Computation.

Increases in pay due to changes in the job title or classification. Increases in pay due to changes in the level of responsibility and authority.

Appropriate salary rates.

Salary decreases or pay for exemplary performance.

Insufficient performance, salary issues, workload increases, and volume increases. Performance issues in the work environment.

Salary decreases or pay for exemplary performance.

Annually, the Director of the Division of the Budget, subject to the approval of the State's salary schedule, may authorize the director of the division to address salary enhancements.

Annually, the director of the division may authorize the director of the division to address salary enhancements.

Salary increases above minimum salaries.

Allow for sharing salaries above the minimum.
These aspects include education and training difficulties, compensation in comparison to comparable or dissimilar positions, the difficulty/reachability/ producibility, performance, motivation, and length of service.

It is important to note that certain factors are excluded in the classification and allocation of positions, such as and together and in similar and other occupations in various agencies to determine the appropriate classification and allocation of positions. The diagram illustrates the classification and allocation in the evaluation of classification and allocation based on CEC criteria. The classification and allocation of positions is a process of determining the responsibilities and duties of the position. The position of the position is a process of determining the responsibilities and duties of the position.

CEC uses the following factors: education and experience, communication, competency, job demand, communication, and experience. Education and experience are critical factors in determining the responsibilities and duties of the position.

4. What factors does CEC consider when determining reclassification and reallocation requirements?
9. Once an agency has agreed to pursue a request and has officially assigned staff to work on the relocation, all affected agencies should be consulted. The process should be supported by the relevant, joint labour-management committee representing affected agencies. At least those agencies whose positions are relocated must support the process, and the affected agencies whose positions are not relocated. The process is more complex because of the affected agencies' involvement.

8. How are requests for these changes handled? Request that the PEF Specialist/Labour-Management Chair raise the issue at an L/M meeting.

7. What is the first step for PEF members seeking a relocation/reassignment? Request the Director of Operations an item to place a notice seeking an appraisal officers.

6. Are the reclassification and relocation mandates sufficient of bargaining?

- Salaries offered for similar positions by other employers in the same geographic area
- Vacancies and turnover during reclassification of classes and grades
- Eligibility list information (e.g., age of eligibility candidates in a grade)
- Documentation of reclassification
tions
- Reassignment difficulty in a geographic area
- Reassignment difficulty for a class

All requests should include detailed information and documentation regarding:

5. What factors does CFC consider when reviewing geographic differential requests?

10. What if CFC does not approve the reclassification/reassignment request? If CFC does not authorize the reclassification/reassignment, the agency can appeal that decision to the CFC. If CFC does not authorize the reclassification/reassignment, the agency can appeal that decision to the CFC. If CFC does not authorize the reclassification/reassignment, the agency can appeal that decision to the CFC.
11. What assistance will PEF provide to members who seek to obtain a reclassification or
reallocation for all employees in a title?

The PEF Civil Service Enforcement/Research Department can provide the Field Representative or
Statewide Labor/Management Chair materials such as classification standards for comparable titles and
composite report data (title vacancies, position status, and total employees) and review, edit, and give
notes on draft proposals.

12. What assistance will PEF provide to members who seek to obtain a geographic pay differential?

Civil Service Law Section 130.7 authorizes applications for such Geographic Pay Differentials from
appointing officers, employees, and employee organizations. Applications by employees and employee
organizations should be submitted in writing to the Director of C&C. While PEF has the ability to submit
a letter to C&C requesting the approval of a geographic differential, required information such as
documentation of recruitment efforts and turnover data is collected and maintained by the agency.
Education and experience must be reasonable and relevant to the position.

- Perform the essential duties of the job, one-person plowing. This title is allocated to a Grade 8.
- Contingent: A Highway Maintenance Worker I must possess a Commercial Driver's License to operate a Class 16 allocation. By one year of post-license experience, which results in a Grade 16 allocation. By completion, a Nurse 2 is required to have a license and registration to practice nursing, and for example, a Nurse 3 is required to have a license and registration to practice nursing, and
- Higher grade than one with less stringent requirements.

All things being equal, a job that requires greater level education and experience will be allocated at a higher level of the class.

Eligibility requirements for the position may include some of the following:

- Qualifications and experience required for the position. Therefore, positions encompass the majority of the person's time.
- Eligibility for the position is required to successfully perform the major duties of the class.
- This factor entitles the amount of relevant job experience and the academic preparation required at the

(Applied to: CFC Update April 2016)

Classification Factors: Education & Experience

APPENDIX A
Classification Factor: Responsibility

A Nurse Practitioner for example is classified and allocated to Grade C4 based upon the credential or role.

Other, higher level of responsibility is found in occupational areas requiring knowledge, skills, and abilities in professional areas. Those would include titles requiring an advanced education or

still of the more critical decisions normally pass on to higher level managers.

The responsibility of a position is relative to its organizational context. This tends in understanding

recommendations and making and policy-making decisions, as well as making decisions in action in

examples of responsibility may not necessarily be reflected in the position number.

Even though many classes are not necessarily labeled as responsible positions, and supervisory span

does not always limit the level of responsibility.

Assistant levels of responsibility are more difficult when a position has less responsibility, as

It is in the interest of the organization to pool resources.

Although a position's responsibility extends to both supervisory and non-supervisory areas,

does not necessarily imply a higher level of responsibility.

Position may reflect the knowledge and skill of an expert, but may not be classified as an expert.

The same level of a position's responsibility is critical in evaluating levels of responsibility.

The scope and level of a position's responsibility is critical in evaluating levels of responsibility.
Classification Factor: Communication

<table>
<thead>
<tr>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lower Range</strong></td>
<td>Uses oral communication to obtain, clarify, or provide information to clients, visitors, or other individuals within the organization or to others, such as clients, vendors, or other agencies. These communications may be written or verbal. Examples include preparing letters, memos, or other written documents, conducting meetings, or answering questions.</td>
</tr>
<tr>
<td><strong>Middle Range</strong></td>
<td>Uses oral communication to influence, motivate, or instruct individuals within the organization, such as colleagues, supervisors, or clients. This may include giving presentations, leading discussions, or providing training.</td>
</tr>
<tr>
<td><strong>Upper Range</strong></td>
<td>Uses oral communication to influence, motivate, or instruct individuals outside the organization, such as clients, vendors, or other agencies. This may include negotiating contracts, leading meetings, or providing guidance to other organizations.</td>
</tr>
</tbody>
</table>

This factor assesses the nature and extent of oral and written communications required to accomplish the work in conjunction with others, including contacts beyond the immediate hierarchy. It may involve subject areas ranging from simple to highly technical. It may also involve teaching, advising, giving directions, or providing instructions, leading and planning meetings and workshops, and making other work-related contacts with the public, other employees, and institutionalized individuals. Communication is one of the factors where a logical progression can be obvious. Evaluation of this factor entails a combination of elements reflecting the nature of the communication and the individuals receiving the communication.
not override other classification factors but bolster them.

To be valid, claims of complexity must be supported by duties and responsibilities of a nature that do

other classification factors but are in isolation of responsibility and decision and experience in other jobs, complexity is not added to the work. Any decision, initiative, and autonomy.

Even if there are indicators that the work is complex, the frequency, dimensionality, and intensity of

my current position to complexity.

supervision and management. It should be noted that supervision and management activities

only equal performance in most difficult duties plus also the added responsibilities of

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above would be classification. In such cases, the roles of the Grade 7 and Grade 9 positions

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of director and assistant director, classification a position at Grade 29 based on complexity

of director and assistant director, classification a position at Grade 29 based on complexity

Level); Grade 7 (first supervisor, level); Grade 29 (management level); and additional classes

Level); Grade 7 (first supervisor, level); Grade 29 (management level); and additional classes

For example, in a field with a Grade 18 (entry level), Grade 23 (advanced performance

For example, in a field with a Grade 18 (entry level), Grade 23 (advanced performance

sets with numerous levels.

Claims of complexity will be suspect especially for entry level positions in the

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substitute of such difficult or complex duties should and will be compared to theypical

substitute of such difficult or complex duties should and will be compared to theotypical

meaningful description of such work:

meaningful description of such work:

simply stating in a jurisdiction level or office designation that a position performs "complex duties"

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How frequent is the work? What skills and abilities are needed to perform each task?

How frequent is the work? What skills and abilities are needed to perform each task?

Factual and logical, a level of decision taken (may be limited, such as "conventional"

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What is the supervision provided? By whom? How much decision making?

What is the supervision provided? By whom? How much decision making?

Control of position; work by others. How much technical supervision over assignments is

Control of position; work by others. How much technical supervision over assignments is

authority does the incumbent have to make decisions? What types of decisions are made?

authority does the incumbent have to make decisions? What types of decisions are made?

What plans of action are initiated by the position? What independence of

What plans of action are initiated by the position? What independence of

by supervisors or managers? What procedures are followed? When processes performed?

by supervisors or managers? What procedures are followed? When processes performed?

Selection of assignments: How are assignments determined? Are assignments reviewed?

Selection of assignments: How are assignments determined? Are assignments reviewed?

If leaves the subject position.

If leaves the subject position.

Other claims of complexity when assessing complexity in a work are:

Other claims of complexity when assessing complexity in a work are:

Functions.

Functions.

At the level of the complexity scale, the work involves few, clear, and directly related tasks of

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development, or develop new techniques, criteria, or information.

development, or develop new techniques, criteria, or information.

Source: CDC (Update November 2019)

Classification Factors: Complexity
Supervisory activities in all ranges are closely related to activities involving the direction of work, position, etc., although employees in lower ranges generally receive less supervision. In some instances, employees may directly report to the employee who is responsible for the work performed by those supervised. The scope of work and the range of duties performed by those supervised, the level of the work (i.e., the performance of tasks that are many), the supervisor's responsibility for the direction of work, and the consideration of other factors make the determination of whether or not the employee is involved in these distinct functions.

When direct supervision is exercised over approximately eight or more full-time positions, it is considered a result of performing work problems, coordinating personnel, within a significant share in making decisions.

Supervision usually includes having a significant share in making decisions, and being responsible for resolving work problems. Supervision entails assuming responsibility for the work of others by directing the work or selecting the employees involved in the activities of an activity of a job to be supervised. The employee responsible for the performance of an activity of a job to be supervised is referred to as the supervisor. This concept addresses both supervision exercised and supervision received. Supervision is not merely supervision.
Classification Factor: Managerial Activities  
(Source: C&C Update July 2016)

- A manager in an organization coordinates the efforts of people to accomplish goals and objectives using available resources efficiently and effectively. Major activities of managers include planning, organizing, staffing, leading/directing, and controlling.

<table>
<thead>
<tr>
<th>Planning</th>
<th>Organizing</th>
<th>Staffing</th>
<th>Leading/Directing</th>
<th>Controlling</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Choosing appropriate organizational goals, short- and long-term, and choosing the correct directions, policies, and methods to achieve those goals. - Involves flexibility, as the planner must coordinate with all levels of management and leadership in the organization. - Involves knowledge of the available resources and the future objectives of the organization.</td>
<td>- Involves designating tasks and responsibilities to employees with the specific skill sets needed to complete the tasks. - Involves developing the organizational structures and chain of command within the organization.</td>
<td>- Includes hiring and assigning the right people for the right job. - Involves the training and development of employees to optimize their skills and efficiency. - Includes hiring, training/development, performance appraisals, promotions, and transfers.</td>
<td>- Ensures that all activities work together for the good of the organization. - Typically takes place in meetings and other planning sessions to ensure everyone is headed toward the same objectives and goals. - Includes good communication and motivational skills.</td>
<td>- Ensures that all functions of the organization are operating successfully. - Managers monitor and measure the degree to which the organization has reached its goals, and use that information to take corrective action as necessary and to inform continuing planning activities.</td>
</tr>
</tbody>
</table>

- In classification, once the job is identified as managerial, the relative level of the class needs to be determined. There are typically three levels of management: top or executive level, mid-level, and first-level.
- Determining the level of manager includes looking at the other classification factors required to perform the job successfully.
classification, and establishment of hazardous duty pay.

In addition to allocation job demands may affect the appropriate instruction
assignment.

Hazardous work is the kind of work that is different from other work.
Provisions for such
tasked, whereas Public Employee Service Act and Health Act for people of
and New York State’s Public Employee Service Act and Health Act for people of
workplace regulation, and New York State’s Public Employee Service Act and Health Act for
people of appropriate instruction.

Certain job demands increase the risk of knowing the use of equipment in maintaining
environment of Correction Officers continues in part to their allocation duties. The same

in addition, Correction Officer’s Grade I, which requires a high school diploma, is allocated
allocation.

Similar to that of Health Therapy aides, Grade 9, and Security Car Treatment aids, Grade I, Grade
similarity, nonminimal, and minimal. Security Grade 8 have.

The impact of job demands is evident in the allocation of various jobs in the service.


eventual a high degree of decision-making occurs in the context of immediate line

Job demands in the higher allocated classes are characterized by activities that are varied and

job environment may be noisy and have excessive in confinement.

Class of performance work consisting of repetitive short tasks requiring little information or

Alfredson analysis of this factor takes into consideration a number of elements contributing to the

and the conduct of work. They also relate to task repetitiveness, physical demands, and environmental

job demands in this instance do not refer to the supply and demand of employees in an occupation.

(source: CEC Update 2016)
<table>
<thead>
<tr>
<th>RECLASSIFICATION &amp; REALLOCATION REQUEST CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRELIMINARY INFORMATION</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>TABLE TITLE SERIES:</strong></td>
</tr>
<tr>
<td><strong>In what year was the last allocation?</strong></td>
</tr>
<tr>
<td><strong>How many individuals are in each title?</strong></td>
</tr>
<tr>
<td><strong>In which agencies do these titles exist?</strong></td>
</tr>
</tbody>
</table>

| **CHECKLIST**                                 |
| **Request that the reclassification/reallocation be placed on the L&M agenda.** |
| **If the title/titles exists in more than one agency, establish a joint L&M committee representing all affected agencies, and agencies support the upgrade.** |
| **Agencies Affected: Assigned agency staff member:** |
| **Obtain written support-agreement with the agency to pursue a request, and the assignment of agency staff to work on the request of the agency:** |
| **Prepare a justification draft addressing the following:** |
| a) **How have the seven classifications factors changed since the title was last allocated?** |
| b) **How are your titles different from those related classes allocated to lower grades that would warrant a salary grade increase?** |
| c) **How are your titles similar to those related classes allocated to higher grades that would warrant a salary grade increase?** |

| **SUBMIT PROPOSAL TO CBE/R DEPARTMENT FOR REVIEW, EDIT, AND NOTES:** |
| **Agency submits proposal to C&B:** |
| **Assign Staff member:** |
| **Date of Submission:** |

| **SUBMIT PROPOSAL TO C&R DEPARTMENT FOR REVIEW, EDIT, AND NOTES:** |
| **Agency submits proposal to C&R:** |
| **Assign Staff member:** |
| **Date of Submission:** |

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*Projected, the agency can appeal the decision to the Civil Service Commission (CSC). The CSC has the ability to overrule C&C's decision and send the request to DOF for final approval.*