

LABOR/MANAGEMENT Minutes
Meeting at PEF Headquarters
April 26, 2023

1. What are the Current FTEs? What are the current PEF FTEs? What are the targeted FTEs? The Budgeted contained additional FTE's what division will they be filled?

Management Response:

The current FTE's (fulltime employment) are 2,607 PEF positions and 297 PEF positions at facilities. (78%main office and 23% at facilities) AS soon as the budget is enacted there will be new hires. (postings) Western region and Central region are included in the FTE's.

Action Item: Karen will advise numbers of hires post budget approval.

2. PEF would like to have the DOH grant the Stewards EOL for training purposes?

Management Response:

Action Item: Historically DOH did not allow EOL for steward training purposes however management will research further and advise PEF. Management will discuss PEF/DOH SW LM training and include Kim Loccisano.

PEF advise a new local labor management committee has been created with five members.

3. Telecommuting has there been any thought to extend it further then June 30th?

Management Response:

Karen advised everyone participated in the town hall and Dr. Hall has approved the telecommuting extension. The telecommuting policy is still a pilot program until approval is given. In the telecommuting pilot program, there's language in the guidelines for the timeframes. (example 6 month or 1 year extension)

Action Item: Karen will research the term policy per the MOU. (clarity)

4. We have previously asked, has the Global Address System identifiers for consultants and contractors been completed? If not where in the process are, we, and timeframe to completion?

Management Response:

When there are new hires DOH assigns an email address within 24 hours, this has been in place for many years. (global addresses)

Action Item: Management will research this item further for contractors and consultants.

5. Can we have a list of current contracts DOH has? Can you also tell us how many contract staff have access to DOH locations?

Management Response:

6. What is the state of the new public health laboratories? *PEF removed this question.*

Management Response:

7. “During a meeting announcing the termination of most of the environmental proficiency testing program, the Wadsworth Director’s office indicated they had repeatedly asked for lifts on the FTE cap for the labs. Have they asked for such an increase? Is there going to be an increase in FTE (Research Scientist, Laboratory Specialist, Laboratory Assistant) for the labs?”

Management Response:

The last update was 3 months ago, and more information will be disseminated when the new director is onboard. (May 1, 2023, is the start date for the new director)

The timing will be based on the budget approval.

Action Item: Management will revisit the question after the budget has been passed for FTE’s.

8. “What other programs in the laboratories is DOH planning on terminating or downsizing?”

Management Response:

There is no information on terminating or downsizings for any laboratories.

Wadsworth management determines positions to be backfilled.

Transfer and succession planning is key to the workforce.

9. Does the State have an agreement with any private organization to partner in the building of the Lab? Do they have any commitments from outside vendors to be tenants in the lab? If so, could you provide further information?

Management Response:

When staff meets with their DOH Director many of the questions can be raised at that time. If there's information in the executive budget it will be available. Management has no knowledge of this information currently.

Vets Homes:

- a. Can you give us an updated breakdown of the Nurses in both the Nurse 1 and Nurse 2 titles, and by each Home how many items are budgeted (by title) and how many are vacant?

Management Response:

Management had provided this information at the last meeting and will recirculate the staffing information for each home.

- b. Can we get a copy of the OT reports for the homes? How many shifts were filled by OT?
PEF wanted information on recruitment of nurses and OT?

Management Response:

Kevin King advised there are many challenges for the recruitment of nurses however the recruitment has been increased due to the geographic increases.

Action Item: Management will provide an annual breakdown for the mandatory OT. (2 weeks to provide information to PEF with a definitive timeline)

- a. Could you please supply a copy of the Nurses Coverage Plan pursuant to Labor Law section 167, for all the Vets Homes and Helen Hayes?

Management Response:

Action Item: Management will send a copy of the Nurses Coverage Plan.

Civil Service:

1. Are you planning any title consolidations, title structure changes, reallocations or requests for salary differentials or increases in salary differentials for any PEF or M/C title? If you are planning such a request, please provide the titles involved and the rationale for the request.

Management Response:

There are no plans for restructure within the PEF titles, they are looking at title differentials within CSEA statewide. (holistic approach) A new program called the Health program which moves the requirement classified titles to Non classified titles for a period of one year at which time it will be determined if they remain in the title. Surveyors, and nurse practitioners, other titles such as nursing consultants which should expand the recruitment and retainment of employees. (no exam April 5, 2023 to March 2024 then provide data to prove if the program is successful) The idea is when the program ends the employee will be in the competitive class and no exam is required. Any title that requires a license was included in the request to reallocate. The Civil Service web page under Career Mobility will list the titles reallocated. DOH is working to develop marketing materials for recruitment and retainment.

Action Item: Nursing restructure titles and a list will be sent to PEF. (Nurse 19 reallocated to grade 20)

2. Are you planning to request that the Civil Service Commission approve any new non-competitive or exempt titles or any increase in the current allowable number of non-competitive or exempt titles for the agency? If you are planning such requests, please provide the unit in which such new or increased non-competitive or exempt title(s) will exist and the rationale for creating or increasing the number of such titles?

Management Response:

The Data Analyst title was approved to be in the noncompetitive class. There will be additional positions that are classified.

There will be postings and recruiting strategies. PCO is filling other training titles. (PCO Select to demonstrate skills which is a smaller list)

3. Do you have any pending request at the Division of Classification and Compensation regarding any PEF title?

Management Response:

Alejandra advised there will be some classified positions. Since the last meeting 600 positions has been filled and 80% were PEF. Health program, Research Scientist, Public Field Representatives are also PEF positions.

4. Since are last meeting, how many waivers have been filled? Does the Department have any Waiver Requests in at Budget? If so, how many and for what items, titles, and grades?

Management Response:

DOH does not requires waivers from DOB, the positions go through the HR department and the finance group (internal process). DOH filled 600 positions management does have the number for the facilities.

5. Does DOH have any outstanding Civil Service Test that a list has not been created for? What tittles are affected? When was the exam given?

Management Response:

Scott currently there are no established list. There have been several exams announced.

Action Item: Management will follow up with the area to provide a letter to candidates if they are not selected.

6. Can PEF get a report on the number of Provisionals and what items they are in?

Management Response:

179 which includes facilities.

Action Item: Alejandro will follow up with further information for provisional titles.

7. Do you have any information on the change of title for sanitarians?

Management Response:

Scott they were consolidated into a grade 18 with a 2-year traineeship.

8. Where are the DOH Jobs Posted?

Management Response:

State jobs New York, DOH employment page and LinkedIn.

9. Are there currently any PEER Review Candidates that have passed awaiting promotions? Research Scientist do not qualify for PEER Review and why?

Management Response:

Management is not aware of any currently. If PEF has any information, it will be provided to management. If the Research Scientist are doing work correlated with the Data analyst, they may qualify for PEER Review currently there are no other avenues. If there's a systemic issue, then it must be determined if the title is the correct series.

Action Item: Karen will research the classification standard for Research Scientist and advise PEF.

PEF Orientation would consist of 1-to-2-hour orientations. (2 virtual and 2 in person already scheduled)

Management Response:

DOH has plans in place to have an person orientation. All new hires receive DOH information during the orientation and DOH will include the respective unions and provide a place and time during the orientation process to onboard new members. (Hybrid or in person 2-to-3-hour sessions)

Bullying

Management Response:

Reeducating the workforce training from inception of the job, the performance evaluation and customized supervision. Employees should report to HR and an assessment will be done to decide. The assessment form is reviewed immediately there is no definitive timeline for investigating. Employees should be encouraged to report immediately to BER/HR (518) 474-4398, 8:30am to 4:30pm. An emergency work# 24hr. access (838 433 7222). Email address: DOH.employee.relations@health.ny.gov

Action Item: DOH will send out an "alert" on how to report Workplace Violence.

****Domestic Violence/Gender Race Liaison work number is (518) 474-1318.****

**Proposed Next Meeting
PEF HEadquarters
October 21, 2023
10:00am to 12:00pm**