



New York State Public Employees Federation

FAQ for PEF Members Whose Title Is under Consideration for Reallocation and/or a Title Structure Change

Definitions

1. *What is reallocation?*

To reallocate is to change the salary grade of a job title with no change to the duties or responsibilities. A reallocation can increase or decrease the salary grade of a job title. When it increases the salary grade, it is often called an upward reallocation.

2. *What is a title structure change?*

A title structure change is a change in the title of a class (job title) for the purpose of improving the State title structure, involving no significant changes in duties or responsibilities. A title structure change typically results in the job titles in a title series being changed to new job titles. (A title series is a group of titles that perform similar duties but at different levels of responsibility, such as Registered Nurse, Professional Engineer, or Rehabilitation Counselor.) A title structure change may result in the consolidation of some of the job titles in a title series or the addition of one or more job titles to a title series. A title structure change may be accompanied by a reallocation.

For a number of years, the Division of Classification and Compensation (part of the NYS Department of Civil Service) has been trying to simplify and standardize the job titles used for the positions under its jurisdiction, and they have implemented title structure changes for a variety of title series, including Investigators, Engineers, and Nurses.

The engineering job titles are an example of a typical title structure change. Prior to the change (in 2017), there were many engineering titles, such as civil engineer, building electrical engineer, and mechanical construction engineer. These titles were changed to a generic title and a parenthetic was used to designate the technical area. Additionally, the convention used to designate the levels within each title series was standardized. Below are a few examples of these changes.

Previous Title	New Title
Civil Engineer 2	Professional Engineer 1 (Civil/Transportation)
Civil Engineer 3	Professional Engineer 2 (Civil/Transportation)
Senior Building Electrical Engineer	Professional Engineer 1 (Electrical)
Associate Building Electrical Engineer	Professional Engineer 2 (Electrical)
Senior Mechanical Construction Engineer	Professional Engineer 1 (Mechanical)
Associate Mechanical Construction Engineer	Professional Engineer 2 (Mechanical)

The Review Process

1. *When considering a reallocation request, what does the Division of Classification and Compensation do and what do they look at?*

Working with selected agency representatives, the Division of Classification and Compensation (C&C) typically reviews documents such as classification standards, examination announcements, minimum qualifications, and duties descriptions. Each of these provides information that helps C&C to understand the work of the employees in a job title and the qualifications needed to perform it. C&C considers a variety of factors such as the technical complexity of the work, the independence that employees have while working, and the education employees need to perform the work successfully. The agency representatives are selected based on their knowledge of the title(s) being considered. If the title(s) is used by multiple agencies, C&C typically works with the agency or agencies that have the majority of the positions.

Additionally, C&C may contact some of the employees in the job titles under consideration in order to gather information. They do not do that typically for title structure changes, but they may for reallocations. And for reallocations, C&C may also conduct “audits,” which involve observing and/or interviewing employees in the job title under consideration.

2. *How long does it take for a determination to be made?*

Generally, given the work that agencies and C&C have to perform when reviewing these requests, reallocations can take a few years from start to finish. Ultimately, it is a collaboration between C&C, the affected agencies, and the Division of Budget. However, union representatives participate throughout the process to offer input and advocate for approval. Depending on the scope, complexity, and urgency of a request, determinations may be made more quickly.

3. *What happens if a request for upward reallocation is approved by C&C?*

C&C will forward the request along with their recommendation to the Division of the Budget (DOB). It is important to note that C&C cannot compel DOB to approve a reallocation request. DOB typically will take into account a variety of concerns when reviewing a request, including the fiscal impact and available funding. It can take time for DOB to complete its review. If the request is approved by DOB, the effective date is determined by DOB and is typically set for a date on or after the date they approve the reallocation, not the date the request was submitted.

4. *What happens if a request for upward reallocation is rejected by C&C?*

The agency can appeal the decision to the State Civil Service Commission (CSC). The CSC can overrule C&C's decision and send the request to DOB for final decision. However, this happens rarely.

The Impact of Reallocation

1. *How does an upward reallocation affect part-time, temporary, or provisional employees?*

If they are annual salaried employees, they receive an increase in pay based on the size of the upward reallocation.

2. *Does an upward reallocation impact employees' seniority?*

No, it does not.

3. *Does an upward reallocation require employees to serve a new probationary period?*

No. However, if you are currently on probation, you will be required to complete your current probationary term.

4. *What happens to a job title's existing transfer determinations if it is reallocated?*

With an upward reallocation, the Department of Civil Service ensures that the job title's transfer determinations are maintained. Additionally, depending on agency request and the approval of the NYS Department of Civil Service, the increase in salary grade may result in new transfer opportunities being available for the job title.

5. *If the reallocation request is approved, how will the new salaries be calculated?*

The calculation of salaries for an upward reallocation is generally the same as the calculation of salaries for promotions. It is a percentage increase applied to an employee's base salary at the time the reallocation goes into effect.

The percentage increase is calculated as follows:

- 1.5% for the reallocation PLUS
- 1.5% for each salary grade increase above the original salary grade

Here are examples of the percentage increases for a variety of salary grade increases:

Increase in Salary Grade (SG)	Percentage Increase in Salary
1 SG	3.0%
2 SGs	4.5%
3 SGs	6.0%
4 SGs	7.5%
5 SGs	9.0%

However, a number of factors can impact the salary calculation, including longevity payments. PEF will provide more detailed information should the reallocation request be approved.

6. *How does an upward reallocation affect members who are at the job rate in the lower salary grade?*

There are several possible scenarios:

- An employee is at the job rate of the lower salary grade and is then reallocated to a higher salary grade where they are again at job rate. They retain their job rate credit from the prior salary grade. Thus, if they were two years at the job rate at the lower salary grade, they would retain the two years "credit" toward longevity in the higher salary grade.
- An employee is at the job rate of the lower salary grade and is then reallocated to a higher salary grade, but their new salary is below the job rate of the new salary grade. Once they reach the job rate of the higher salary grade, they recoup the job rate credit they had accrued in the lower salary grade.
- In either scenario, once the employee has sufficient time at the job rate, they will receive the corresponding longevity award.*

*** Effective in FY2025-2026, longevity awards (payable in April 2025) will be based on years of State service not years at top of salary grade, and this will no longer be an issue.**

7. If a reallocation is approved by DOB for my job title, when will I see an increase in my pay?

Before your paycheck will reflect these changes, the Office of the State Comptroller (OSC) has to issue a payroll bulletin authorizing payment and the payroll records of the affected employees have to be updated. Once those steps are completed, you will start receiving the increase. Your first paycheck reflecting the increase may include a small retroactive payment based on the effective date of the reallocation. The effective date is determined by the Division of the Budget (DOB) and is typically set for a date on or after the date DOB approves the reallocation, not the date the request was submitted.

OSC payroll bulletins can be accessed with this link:

<https://www.osc.ny.gov/state-agencies/payroll-bulletins/state-agencies>

The Impact of a Title Structure Change

1. Does a title structure change impact seniority?

No, it does not.

2. Will a title structure change require employees to serve a new probationary period?

No. However, if you are currently on probation, you will be required to complete your current probationary term.

3. Will a title structure change affect the existing transfer determinations for the title(s)?

With a title structure change, the Department of Civil Service ensures that the job title's transfer determinations are maintained.