



STATE OF NEW YORK
EXECUTIVE DEPARTMENT
DIVISION OF THE BUDGET
STATE CAPITOL
ALBANY, NEW YORK 12224
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R. WAYNE DIESEL
DIRECTOR OF THE BUDGET

BUDGET BULLETIN	G-1024	July 27, 1986
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To: ALL DEPARTMENT AND AGENCY HEADS

From: R. Wayne Diesel

Subject: Payment of Overtime Compensation to State Employees

This bulletin provides guidelines for payment of retroactive and prospective overtime compensation for State employees as a result of State compliance with requirements of the Federal Fair Labor Standards Act (FLSA). This bulletin supersedes existing rules and regulations previously promulgated by the Director of the Budget pursuant to section 134 of the Civil Service Law, and Budget Policy and Reporting Manual, Item G-110 regarding overtime compensation.

Employees in positions allocated or equivalent to S/G-23 or M/C23 and above, and in those positions on the attached listings, are exempt and/or ineligible for overtime compensation. Newly eligible and certain other employees will receive overtime compensation retroactive to April 15, 1986 to cover liabilities as a result of the application of FLSA policies in accordance with the following provisions.

I. General Policy

Consistent with applicable provisions of the Federal Fair Labor Standards Act, employees of the State, except those who serve in positions which are excluded from FLSA coverage, or are overtime exempt and as a result are ineligible for overtime compensation as specified in section III of this bulletin, are eligible for compensation for work performed in excess of 40 hours per week, at a rate equal to one and one-half times their regular rate of pay.

It is the policy of the State that overtime work be held to a minimum consistent with the needs and requirements of sound and orderly administration of State government. The State requires supervisors to hold overtime work to such a minimum by the proper scheduling and assignment of activities, simplification of work processes and requiring compliance with realistic standards of performance. It is critical that agencies carefully review all current scheduling, standby and on-call arrangements to insure that overtime payments are consistent with this policy.

II. Definitions

Certain terms as used in this bulletin are defined as follows:

- A. *Workweek* - is a fixed and regularly recurring period of 168 hours -- seven consecutive 24-hour periods. A workweek need not coincide with the calendar week ; it may begin any day of the week. Each workweek stands alone. once determined, a schedule should remain fixed. Any change to the workweek schedule should be made in accordance with applicable collective bargaining agreements, Executive Order #68, or other official State policy. Under the special FLSA provisions for law enforcement and firefighter employees, the work period can be any established and regularly recurring period of work of not less than 7 consecutive days or more than 28 consecutive days. (See law enforcement schedule option under section VII.)
- B. *Overtime* - except for employees covered by the FLSA law enforcement and firefighter criteria, overtime means hours worked in excess of 40 hours in any workweek by an eligible employee.
- C. *Eligible employee* - is any employee who is in a position which (1) does not meet the FLSA exemption criteria, (2) is not listed on the attached listing of titles of positions ineligible for overtime and (3) has not been made ineligible by the Division of the Budget on the classification form which established the position.
- D. *Ineligible or exempt employee* - is any employee who is in a position which is deemed to meet one of the FLSA overtime exemption criteria.
- E. *"Regular rate" of pay* - is the equivalent of the hourly rate actually paid the employee for the normal, non-overtime workweek which includes all remuneration (as delineated in the Audit and Control payroll bulletin) for employment paid to, or on behalf of, the employee.
- F. *Law enforcement employee* - is any employee (1) who is a uniformed or plain clothed member of a body of officers and subordinates who are empowered by statute or local ordinance to enforce laws designed to maintain public peace and order and to protect both life and property from accidental or willful injury, and to prevent and detect crimes, (2) who has the power to make arrests, and (3) who is presently undergoing or has undergone or will undergo on-the-job-training and/or a course of instruction and study which typically includes, but is not limited to, physical training, firearm proficiency, criminal and civil law principles, etc.
- G. *Fire protection employee* - is any employee (1) who is employed by an organized fire department or fire protection district and who, pursuant to the extent required by State statute or local ordinance, has been trained and has the legal authority and responsibility to engage in the prevention, control or

extinguishment of a fire of any type and (2) who performs activities which are required for, and directly concerned with, prevention, control or extinguishment of fires, and (3) who works for a forest conservation agency or other agency charged with forest fire fighting responsibilities.

- H. *Compensatory time* - is time off in lieu of a cash payment. Compensatory time off for hours worked between 37.5 and 40 hours will be granted to overtime eligible employees at the straight time rate. Compensatory time off for hours worked by eligible non-represented employees who work in excess of 40 hours per week may be earned at the time and one-half rate upon agreement with the employee.

III. Eligibility

Employees in positions or types of positions which meet the following criteria are ineligible to earn overtime compensation. The attached listings identify those positions *currently* determined to meet these exemption criteria.

- A. *Executive exemption*: Any employee who earns at least \$250.00 per week, whose primary duty is the management of a recognized department or subdivision thereof and who customarily and regularly directs two or more full-time employees or the equivalent and whose work includes the exercise of discretion and independent judgement. This includes, but is not limited to, such groups of employees as heads of departments, division managers, team leaders, and working supervisors.
- B. *Administrative exemption*: Any employee who earns at least \$250.00 per week whose primary duty is the performance of office or non-manual work directly related to management policies or general government operations which includes work which customarily and regularly requires the exercise of discretion and independent judgement. This includes such groups of employees as executive and administrative assistants, office managers, contract administrators and analysts.
- C. *Professional exemption*: Any employee who earns at least \$250.00 per week whose primary duty is the performance of work which requires advanced learning acquired by a prolonged course of specialized instruction and includes work which requires the exercise of discretion and independent judgement or work which requires invention, imagination, or talent in a recognized field or artistic endeavor. This includes such groups of employees as attorneys, dentists, teachers, and accountants.
- D. In addition, any employee, regardless of title, who:
1. is participating in a training program which meets the following criteria:

- (a) the training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school;
 - (b) the training is for the benefit of the trainees;
 - (c) the trainees do not displace regular employees, but work under close observation;
 - (d) the employer that provides the training derives no immediate advantage from the activities of the trainees, and on occasion operations may actually be impeded;
 - (e) the trainees are not necessarily entitled to a job at the completion of the training period;
 - (f) the employer and the trainees understand that the trainees are not entitled to wages for the time spent in training;
2. volunteers to perform certain services of the employer and receives no compensation (excluding expenses) and such services are not the same type of services which the individual is employed to perform for the public agency;
 3. is provided State housing and resides at the premises in which they work and who enters into an agreement with the State which identifies in advance the treatment of time worked; or
 4. is the head of a department, institution or other State agency and the head and members of boards and commissions.

All employees in positions which are not included on the attached listings or who are not otherwise exempted under the conditions described above, are eligible for overtime. As such these employees may be entitled to retroactive overtime compensation for any overtime worked since April 15, 1986. Such overtime compensation will be calculated on the procedures outlined in section IX of this bulletin.

IV. Procedure for Determining Overtime Eligibility

Determinations on overtime eligibility will be made in accordance with the criteria outlined above at the time a new title is established. Agencies will review the position's duties against the FLSA overtime criteria and request that the position be made either eligible or ineligible. The Division of Classification and Compensation will review the request and make the appropriate determinations on the classification form which will be submitted to the Division of the Budget for approval. A position's eligibility will be determined and becomes effective on the position's date of establishment.

V. Compensable Work Time

Management/supervisors must ensure that a 77 overtime worked is performed only upon the instruction of an appropriate supervisor in accordance with the guidelines in

section VIII. Under FLSA, a critical distinction is made between compensable and non-compensable work time. All time regarded as compensable work time must be identified and treated as hours worked for overtime calculation and computation purposes consistent with the following conditions:

- A. *Waiting Time* - Employees must be compensated for all time for which they are required to wait while on duty or performing their principal activity. Periods during which the employees are completely relieved from duty and which are long enough to enable employees to use such time effectively for their own purposes are not treated as hours worked.
- B. *On-call* - Employees who are required to remain on call on the employer's premises or so close thereto that they cannot use the time effectively for their own purposes are regarded as working and such time must be counted as compensable work time.
- C. *Stand-by* - Time spent by employees who are in standby status and entitled to stand-by compensation is not regarded as time worked for overtime compensation purposes unless the employees' time is so restricted that they can not engage in normal private pursuits. Under existing stand-by provisions, employees are required to be available for immediate recall and must be prepared to return to work within a limited period of time; however, employees are generally able to use the time, while on standby, effectively for their own purposes. In unique situations where employees are unable to use such time to engage in private pursuits, the time must be treated as hours worked. Agencies are encouraged to provide employees with the flexibility to use this time freely to minimize liability for overtime payments.
- D. *Bona fide meal periods* - Bona fide meal periods are not regarded as hours worked for overtime calculation purposes. Such meal periods encompass time when the employee: 1) is completely relieved from duty; 2) is free to leave a duty post (there is no requirement that the employee be allowed to leave the premises or work site); and 3) generally has at least 30 minutes for the meal period.
- E. *Rest periods* - Rest periods of 20 minutes or less must be treated as compensable worktime and cannot be excluded from hours worked.
- F. *Sleep time* - 1) If an employee is on duty for less than 24 hours, periods during which sleep is permitted must be treated as compensable work time; 2) where an employee is on duty for 24 hours or longer, the employee must be provided with at least 5 and no more than 8 hours of uninterrupted sleep time. Interruptions of such sleep time to perform duties constitute hours worked; and 3) where employees reside at the premises where they work, a reasonable agreement must be developed with the employees to identify in

advance those periods of time which are to be treated as compensable work time and time during which they have complete freedom from all duties.

- G. *Education time* - Time spent by employees in education sessions, lectures or meetings is not counted as time worked for overtime compensation purposes where such training is attended under any one of the following circumstances: 1) the training occurs outside the employee's regular hours, 2) is voluntarily attended by the employee, 3) does not involve productive work and/or 4) the program is not directly related to the employee's job.
- H. *Travel time* - Time spent by eligible employees for actual travel and/or service performed while traveling is compensable work time provided that:
- (1) the travel is not between the employee's residence and official work station as defined by the appointing authority;
 - (2) the travel between the employee's residence and any transportation terminal is not included in the calculation of overtime;
 - (3) the travel is undertaken for State business and is authorized in advance;
 - (4) time spent in travel is part of an employee's principal work activity (e.g., going from job site to job site); and
 - (5) authorization for travel during other than regular work hours is limited to those situations which unduly delay return to the employee's official work station or where such return is less economical.

Where an employee opts to drive a personal or State-owned vehicle instead of using public transportation, the employee is compensated only for the actual time spent driving or the time equivalent to the time the employee would have had to count as hours worked if the employee had used public transportation, whichever results in the lesser period of time.

VI. Determination of Overtime Earned

- A. Total hours worked for overtime calculation purposes includes all time worked by an eligible employee when such employee is required to be on duty or at a prescribed workplace and excludes all absences from duty and all time allowed for meals and sleep time consistent with the provisions outlined in section V of this bulletin. For purposes of computing total hours worked in a week, time during which an employee is excused from work because of holidays, sick leave at full pay, vacation, personal leave, compensatory time off or other leave at full pay, is considered as time worked. Compensatory time off granted in the same workweek in which it is earned, except compensatory time off granted in lieu of a holiday worked in such workweek, and time off granted in conjunction with a Voluntary Reduction in Work Schedule (VRWS) do not add to the total hours worked and are not to be construed as time worked by an employee.

- B. Each time an employee is recalled to work overtime after having completed a scheduled work period and left the work premises, the employee will be considered to have worked for the purpose of computing overtime credits, a minimum of one-half day; however, employees in the security services and supervisors units recalled as a result of a riot, prison break, fire or escape and who are not put to work are guaranteed one-quarter day's credit for the purpose of computing overtime compensation. If an employee entitled to a minimum of one-half day of overtime credits works overtime for more than one-half day, the total time actually worked is used in computing the total hours worked.
- C. The smallest unit of time to be credited as overtime in any one day is one-quarter hour.
- D. Work performed on a Saturday, Sunday or holiday, as part of an employee's regular work schedule and not in excess of 40 hours per workweek, is not considered to be overtime.
- E. Exchanging hours of work may be authorized in accordance with section VII A. (2). of this bulletin and/or the following provisions as appropriate:
 - (1) An appointing authority of any State department or agency, subject to the approval of the Director of the Budget, may permit eligible employees permanently assigned to positions in locations requiring 24-hour a day coverage, to exchange hours of work with other employees in the same title doing the same type of work at the same location.
 - (2) Requests by eligible employees, pursuant to paragraph (1) of this section, must be made in writing on a form prescribed by the appointing authority and submitted for approval to the appointing authority, or designated representative, for each specific period of duty to be exchanged. In addition to such information as may be required by the appointing authority, such form must include statements that:
 - (a) for the purpose of computing overtime, all hours worked pursuant to this subdivision will be considered as hours worked by the employee originally scheduled to work such hours;
 - (b) the employee actually performing the hours worked in exchange waives any consideration of such hours for overtime compensation; and
 - (c) the employees acknowledge that the exchange of hours is voluntary and that no employer obligation is incurred.
- F. For multiple employment situations or situations where an eligible employee works for two different agencies or departments, the State, including all agencies and departments will be regarded as a single employer except when an overtime eligible employee works for two different agencies or

departments and (1) the employment in the second position is undertaken on an occasional or sporadic basis and (2) the second position is substantially different -From the regular position.

All other multiple employment (joint or dual employment and extra service) undertaken by overtime eligible employees for time worked in excess of 40 hours must be regarded as overtime and should be compensated in accordance with the provisions of section IX.

VII. Overtime for Law Enforcement and Firefighter Employees

Under special provisions of the FLSA, work periods of not less than 7 consecutive days and not more than 28 consecutive days may be established for eligible law enforcement and firefighter employees. (See section II Definitions.) overtime compensation for such employees begins after the specified maximum number of hours as indicated on the attached schedule which corresponds to the respective work period. Eligible employees are entitled to overtime compensation at one and one-half times their regular rate of pay after they reach the maximum number of allowable hours. Work periods established in accordance with the law enforcement/fire fighter schedule (see attachment A) must remain fixed and can only be changed if the change is intended to be permanent at the time it is made.

- A. Compensable work time - (1) Sleep, meal, and the provisions governing compensable hours of work as defined in section V also apply to fire and law enforcement employees. (2) An employee may trade a tour of duty with an other employee which will not affect the compensable hours of work if the following criteria are met:
 - a. the trading is voluntary and undertaken for the employee's personal benefit;
 - b. proper records of time traded are maintained by the employee; and
 - c. the period in which time is traded and paid back does not exceed 1-1 months.

VIII. Authorization for Overtime Work

- A. Unscheduled overtime work must be authorized in advance by the appointing officer or designated representative before overtime may be credited. The designated representative must be an officer or supervisor ineligible to earn overtime pay. Each instance of overtime work must be approved individually. "Blanket approvals" are not permitted. When unscheduled overtime is authorized by a designated representative, the appointing officer must be notified within 24 hours. The appointing officer shall provide guidelines for future action by either agreeing with or questioning the authorization.
- B. The appointing officer or designated representative will take all reasonable steps to provide for an equitable distribution of scheduled overtime opportunities among qualified employees of the appropriate work unit

pursuant to provisions of the applicable collective bargaining agreement.

- C. In the absence of a sufficient number of volunteers, unscheduled overtime can be required of any employee who, in the judgment of the supervisor, is needed to do the work pursuant to provisions of the applicable collective bargaining agreement.

IX. Computation of Cash Compensation

Payment for overtime will be computed in the following manner:

- A. Overtime worked by an employee in the employee's regular overtime eligible position or in an overtime eligible position allocated or equivalent to the employee's regular position will be compensated for work in excess of 40 hours at one and one-half times the regular hourly rate of pay.
- B. When the overtime is worked in an overtime eligible position which is allocated to a higher or lower salary grade than the employee's regular overtime eligible position, the employee will be paid at a rate which is based on the average regular hourly rate for the two positions or, with the employee's advance agreement, the actual regular hourly rate of the position for which the type of work is performed. If the latter option is selected, overtime must be calculated in accordance with the following:
 - (1) When the overtime is worked in an overtime eligible position allocated to a salary grade lower than the employee's regular position, the employee will be compensated for work in excess of 40 hours at one and one-half times the regular hourly rate of pay of the maximum salary of the lower position plus such longevity increments to which the employee would otherwise be entitled were the employee in such lower grade position, but in no event in excess of one and one-half times the regular hourly rate of pay, of the employee's regular position.
 - (2) When the overtime is worked in a position which is allocated to a higher salary grade than the grade of the employee's regular position, the employee will be compensated for work in excess of 40 hours at one and one-half times the regular hourly rate of: compensation the employee would be entitled to if permanently promoted to the higher position.
- C. Overtime compensation will be paid based on the regular rate of pay which shall be determined by dividing the basic annual rate of compensation plus any additional compensation not otherwise excludable by 2,000.

X. Compensatory Time Off

- A. Eligible employees will be entitled to compensatory time off on a straight-time basis for overtime worked in excess of 371 hours but not in

excess of 40 hours in a workweek. Eligible non represented employees who agree to earn compensatory time instead of cash compensation for hours worked in excess of 40 hours will accrue such time on a time and one-half basis.

- B. Overtime credits earned before April 15, 1986 and for those earned for hours worked between 37.5 and 40 hours on or after April 15, 1986 will be liquidated not later than the close of the fiscal year following the one in which they were earned. All other overtime credits will be earned and liquidated in accordance with the provisions of D and E of this section.
- C. Except for eligible law enforcement and firefighter employees, eligible employees may accrue up to 240 hours of compensatory time for hours worked in excess of 40 hours. Law enforcement and firefighter employees may accrue up to 480 hours of compensatory time for hours worked in excess of the maximum allowable hours of the applicable work schedule. After the employee has accrued the maximum compensatory time allowed, the employee *must be compensated* for all additional overtime in cash.
- D. Compensation upon transfer, separation, retirement or death. Notwithstanding the foregoing provisions of this section:
 - 1. Compensatory time credits will be liquidated in the following manner for all credits earned before April 15, 1986 and for those earned on or after April 15, 1986 for hours worked between 37.5 and 40 hours:
 - a. An employee who transfers from one department or agency to another, or who separates or retires from State service, shall be compensated in cash by the department or agency from which he is so transferred, separated or retired, for such of his compensatory time credits, up to 30 workdays, as cannot be liquidated by compensatory time off prior to such transfer, separation or retirement. An employee who transfers within a department or agency shall not be compensated in cash for accrued time credits, but such credits shall be transferred with the officer or employee.
 - b. In the event of death of an employee, the employee's estate or beneficiary shall be paid the monetary value of the accumulated overtime credits, up to the equivalent of 30 workdays, by the department or agency by which the employee had been last employed.
 - c. Payment for compensatory time off credits will be made at the current regular rate of pay of the employee.
 - 2. Compensatory time credits earned after April 15, 1986 for hours worked in excess of 40 hours shall be liquidated in the following manner:
 - a. An officer or employee who transfers from one department or agency to another, or who separates or retires from State

service, shall be compensated in cash by the department or agency from which he is so transferred, separated or retired, for such compensatory time credit, up to 240 hours or 480 hours for law enforcement and firefighter employees, as cannot be liquidated by compensatory time off prior to such transfer, separation or retirement. An employee who transfers within a department or agency shall not be compensated in cash for accrued time credits, but such credits shall be transferred with the employee.

- b. In the event of the death of an employee, the employee's estate or beneficiary shall be paid the monetary value of the employee's accumulated overtime credits, up to the equivalent of 240 hours or 480 hours for law enforcement and firefighter employees, by the department or agency by which the employee had been last employed.
- c. Payment for compensatory time off credits will be made at a rate not less than the average regular rate received by the employee over the last three years of employment or the final regular rate, whichever is higher.

XI. Time of Payment

- A. Retroactive payments pursuant to FLSA obligations will be retroactive to April 15, 1986, and based on payroll transactions submitted by agencies in accordance with procedures of the Department of Audit and Control.
- B. Excluding payments for overtime required under the State's obligation in XI A, employees will be paid for such overtime compensation in excess of 40 hours per week by the close of the second bi-weekly payroll period following the period during which the overtime is due, or as soon after the regular pay period as practicable, or in accordance with applicable collective bargaining agreements whichever results in the earlier payment.

XII. Exceptions

The restrictions and limitations contained in this bulletin may be waived pursuant to provisions of law by the Director of the Budget whenever he determines that strict adherence to the rules be detrimental to the sound and orderly administration of State government.

Attachments

NOTE: This bulletin will remain in effect until the Director of the Budget promulgates revised rules and regulations and will govern all retroactive and prospective overtime compensation owed employees until such time.

Computing Overtime Pay for Less Than a 28-Consecutive-Day Work Period

For an employee engaged in fire protection or law enforcement for a work period between 7 and 28 consecutive days long, overtime for **the excess hours** is based on a proration of 212 hours or 171 hours, respectively, to a 28-day work period. Such employees cannot have a work period in excess of 28 days. The employer is responsible for setting the work period, with all time worked by an employee during this period totaled and overtime, if any, calculated accordingly.

The rate for fire protection employees is 212 hours to 28 days, or 7.57 (rounded) hours/day. The ratio for police employees is 171 hours to 28 days, or 6.1 (rounded) hours/day. Accordingly, the following chart sets forth the maximum number of hours for each work period after which the employee is entitled to one and one-half times his or her regular rate:

Hours Worked (Rounded)		
Before Overtime:		
<i>Consecutive-Day</i>	<i>Of Fire Protection</i>	<i>Of Law Enforcement</i>
<i>Of Work Period</i>		
28	212	171
27	204	165
26	197	159
25	189	153
24	182	146
23	174	141
22	167	134
21	159	128
20	151	122
19	144	116
18	136	110
17	129	104
16	121	98
15	114	92
14	106	86
13	98	79
12	91	73
11	83	67
10	76	61
9	68	55
8	61	49
7	53	43

It is important to note that, in order to be exempt from the normal 40-hour per week over-time standards, the work period must be at least 7 consecutive work days up to a maximum of 28 consecutive work days.

Titles and Positions Ineligible for Overtime Compensation

The following positions are exempt and ineligible for overtime compensation in accordance with the Fair Labor Standards Act and Budget Bulletin G-1024:

AGRICULTURE AND MARKETS, DEPARTMENT OF

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below or non-graded:

Agency Training & Development Specialist I, G-18
Agricultural Entomologist, G-22
Agricultural Licensing & Bonding Auditor I, G-18
Animal Industry Investigator II, G-18
Associate Livestock Grading Specialist, G-19
Associate Marketing Representative, G-19
Associate Nutritionist (Consumer Services), G-22
Chief Marketing Representative, G-22
Dairy Equipment Consultant, G-20
Dairy Products Specialist III, G-20
Farm Products Grading Inspector IV, G- 19
Farm Products Grading Inspector V, G-22
Food Inspector III, G-19
Food Inspector IV, G-21
Milk Accounts Examiner, G-14
Milk Rating Specialist II, G-21
Program Research Specialist II (Dairying), G-18
Program Research Specialist II (Agricultural), G-18
Secretarial Assistant, G-15
Senior Administrative Analyst, G-18
Senior Budgeting Analyst, G-18
Senior Computer Programmer Analyst, G-18
Senior Economist (Milk Marketing), G-18
Senior Food Bacteriologist, G-18
Senior Food Chemist, G-18
Senior Milk Accounts Examiner, G-18
Senior Sanitarian, G-18
Soil and Water Conservation Committee Regional Coordinator, G-21
Supervising Horticultural Inspector, G-19
Weights and Measures Specialist III, G-19

Assistant Director of Kosher Law Enforcement, NS
Attorney I, NS
Attorney II, NS
State Fair Women's Activities Coordinator, NS

AUDIT AND CONTROL, DEPARTMENT OF

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below or non-graded:

Retirement System Information Representative II, G-18 (field)
Retirement System Information Representative III, G-20 (field)
Senior Examiner of Municipal Affairs, G-18 (field)
Senior State Accounts Auditor, G-18 (field)

Public Relations Officer, NS
Secretary to the Comptroller, NS

BANKING DEPARTMENT

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following non-graded positions:

Public Information Officer, NS
Secretary to the Superintendent of Banks, NS

CIVIL SERVICE, DEPARTMENT OF

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below or non-graded:

Career Opportunities Field Representative, G-19

Attorney I, NS
Attorney II, NS

CIVIL SERVICE - PUBLIC EMPLOYMENT RELATIONS BOARD

- (1) All positions allocated or equivalent to G-23 and above

COMMERCE, DEPARTMENT OF

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below or non-graded:

Business Consultant, G-18 (field)
Communication Industries Specialist II, G-18 (field)
Communication Industries Specialist III, G-22 (field)
Industrial Consultant, G-18 (field)
Industrial Development Specialist (International), G-22 (field)
International Business Assistant, G-18 (field)
International Trade Specialist II, G-22
Minority Business Development Finance Specialist II, G-18 (field)

Photographer III, G-15 (field)
Photographer IV, G-18 (field)
Senior Business Consultant, G-22 (field)
Senior Industrial Consultant, G-22 (field)
Senior International Trade Consultant, G-22 (field)
Senior Public Information Specialist, G-18 (field)
Senior Travel Promotion Agent, G-18 (field)
Supervisor of Commerce Publicity Production, G-18
Tourism Trade Specialist I, G-18 (field)
Tourism Trade Specialist II, G-22 (field)

Secretary to the Commissioner, NS

CORRECTIONAL SERVICES, DEPARTMENT OF

(1) All positions allocated or equivalent to G-23 and above, and
(2) The following positions allocated to G-22 and below or
non-graded:

Assistant Director of Community Correctional Center, G-22
Assistant Industrial Superintendent, G-21
Assistant Supervisor of Audiovisual Training and Production, G-20
Chaplain, G-22
Correctional Facility Food Manager, G-17
Correctional Industries Shipping Supervisor, G-21
Education Director I, G-22
Farm Manager, G-15
Laundry and Housekeeping Services Supervisor, G-19
Nurse Administrator I, G-19
Pharmacist III, G-20
Plant Superintendent B, G-22
Plant Superintendent C, G-19
Psychologist I, G-21
Regional Coordinator of Volunteer Services, G-20
Senior Correction Counselor, G-22
Supervisor of Correctional Facility Volunteer Services, G-18
Supervisor of Optical Lab Training and Production, G-22
Teacher IV, G-17
Teacher IV (Spanish Speaking), G-17
Vocational Instructor IV, G-17

Attorney I, NS
Attorney II, NS

EDUCATION, DEPARTMENT OF

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below:

Assistant Architect, G-20
Assistant Building Construction Engineer, G-20
Assistant in *(all)*, G-22
Chief Account Clerk, G-22
Scientist (all parentheses), G-18
Secretarial Assistant, G-15
Senior Accountant, G-18
Senior Investigator, G-17
Senior Scientist (all parentheses), G-22
Vocational Rehabilitation Counselor, G-19 (field)

**EDUCATION - HIGHER EDUCATION SERVICES
CORPORATION**

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below:

Chief Student Loan Control Representative, G-19

EDUCATION - STATE UNIVERSITY

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below or non-graded:

Secretarial Assistant, G-15

Instructor, NS
President's Secretary, NS
Senior Purchasing Agent, NS

ENVIRONMENTAL CONSERVATION, DEPARTMENT OF

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below or non-graded:

Administrative Assistant, G-18 (regional offices only)
Agency Safety Director II, G-22
Aircraft Pilot, G-21
Analytical Chemist, G-14
Assistant Hydraulic Engineer, G-20
Assistant Land and Claims Adjuster, G-19
Assistant Sanitary Engineer, G-20
Assistant Superintendent of Belleavre Ski Center, G-21
Associate Aquatic Biologist, G-21

Associate Forester, G-21
Associate Wildlife Biologist, G-21
Citizen Participation Specialist II, G-21
Community Relations Representative (EnCon), G-21
Conservation Biologist (Various), G-14
Conservation Biologist II (Various), G-18
Conservation Recreation Facility Supervisor IV, G-12
Conservation Recreation Facility Supervisor V, G-15
Conservation Recreation Facility Supervisor VI, G-18
Environmental Conservation Field Operations Supervisor, G-18
Environmental Conservation Investigator I, G-16
Environmental Conservation Investigator II, G-18
Environmental Conservation Officer, G-14
Environmental Conservation Regional Operations Supervisor I, G-21
Environmental Educator I, G-14
Environmental Educator II, G-18
Flood Control Maintenance Supervisor III, G-18
Forest Ranger I, G-12
Forest Ranger II, G-15
Forest Ranger III, G-18
Forester, G-14
Junior Engineering Geologist, G-15
Junior Land and Claims Adjuster, G-15
Land Surveyor, G-19
Marine Resources Specialist II, G-18
Mined Land Reclamation Specialist II, G-21
Mineral Resources Specialist I, G-15
Mineral Resources Specialist II, G-20
Pesticide Control Specialist II, G-17
Regional Supervisor Marine and Recreational Vehicles, G-20
Research Scientist I, G-18
Research Scientist II, G-22
Senior Administrative Analyst, G-18
Senior Analytical Chemist, G-18
Senior Economist, G-18
Senior Environmental Analyst, G-18
Senior Forester, G-18
Senior Statistician, G-18
Senior Wastewater Treatment Course Instructor, G-17
Ski Center Maintenance Supervisor I, G-15
Supervising Environmental Conservation Officer, G-17
Wastewater Treatment Course Instructor, G-15

Environmental Conservation Officer Trainee I, NS
Environmental Conservation Officer Trainee II, NS

EXECUTIVE - ADIRONDACK PARK AGENCY

(1) All positions allocated or equivalent to G-23 and above

EXECUTIVE - ADVOCATE FOR THE DISABLED, OFFICE OF

(1) All positions allocated or equivalent to G-23 and above, and

(2) The following positions allocated to G-22 and below or non-graded:

Advocacy for the Disabled Specialist I, G-15
Advocacy for the Disabled Specialist II, G-18
Advocacy for the Disabled Specialist III, G-20
Associate Advocate for the Disabled, G-20

Assistant to the Advocate, NS
Assistant Advocate for the Disabled, NS

EXECUTIVE - AGING, OFFICE FOR THE

(1) All positions allocated or equivalent to G-23 and above, and

(2) The following positions allocated to G-22 and below:

Head Account Clerk, G-18
Senior Public Information Specialist, G-18

**EXECUTIVE - ALCOHOLIC BEVERAGE CONTROL, DIVISION
OF**

(1) All positions allocated or equivalent to G-23 and above, and

(2) The following positions allocated to G-22 and below or non-graded:

Assistant Auditor, G-14 (field)
Executive Officer B, G-22
Executive Officer C, G-20
Executive Officer D, G-18
Executive Officer E, G-15
Senior Beverage Control Investigator, G-17 (field)
Supervising Beverage Control Investigator, G-20 (field)

Secretary to the Commissioner, NS
Secretary to the State Liquor Authority, NS

EXECUTIVE - ARTS, COUNCIL ON THE

(1) All positions allocated or equivalent to G-23 and above

EXECUTIVE - BUDGET, DIVISION OF THE

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below or non-graded:

Secretary to the Deputy Director of the Budget, NS
Secretary to the Director, NS

EXECUTIVE - BUSINESS PERMITS, OFFICE OF

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following non-graded positions:

Secretary to the Director, NS

EXECUTIVE - CABLE TELEVISION, STATE COMMISSION ON

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below or non-graded:

Assistant Cable Television Municipal Consultant, Grade 18
Attorney I, NS
Attorney II, NS
Secretary to the Chairman Cable Television Commission, NS
Secretary to the Executive Director Cable Television Commission, NS

EXECUTIVE - CHILDREN AND FAMILIES, COUNCIL ON

- (1) All positions allocated or equivalent to G-23 and above

EXECUTIVE - CONSUMER PROTECTION BOARD, STATE

- (1) All positions allocated or equivalent to G-23 and above

EXECUTIVE - CORRECTION, STATE COMMISSION OF

- (1) All positions allocated or equivalent to G-23 and above

EXECUTIVE - CRIME VICTIMS BOARD

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below or non-graded:

Senior Investigator, G-17

Assistant to the Board for Outreach and Victim Services, NS
Assistant to the Chairman, NS
Coordinator of Research and Network Planning, NS
Secretary to the Chairman, NS

EXECUTIVE - CRIMINAL JUSTICE SERVICES, DIVISION OF

(1) All positions allocated or equivalent to G-23 and above

EXECUTIVE - ELECTIONS, STATE BOARD OF

(1) All positions allocated or equivalent to G-23 and above

**EXECUTIVE - EMPLOYEE RELATIONS, GOVERNOR'S OFFICE
OF**

(1) All positions allocated or equivalent to G-23 and above, and
(2) The following non-graded positions:

Coordinator of Research and Development, NS
Employee Program Associate, NS

EXECUTIVE - ENERGY OFFICE, STATE

(1) All positions allocated or equivalent to G-23 and above

**EXECUTIVE - EQUALIZATION AND ASSESSMENT, DIVISION
OF**

(1) All positions allocated or equivalent to G-23 and above, and
(2) The following positions allocated to G-22 and below:

Agricultural Valuation Specialist II, G-18 (field)
Assistant Accountant, G-14 (field)
Assistant Tax Valuation Engineer, G-20 (field)
Commercial Valuation Specialist, G-18 (field)
Forest Appraiser, G-14 (field)
Junior Engineer, G-15 (field)
Real Estate Appraiser, G-18 (field)
Real Estate Appraiser (MAS), G18 (field)
Secretarial Assistant, G-15
Senior Accountant (Public Service), G-18 (field)
Senior Forest Appraiser, G-18 (field)
Senior Property Information Systems Specialist, G-18 (field)
Valuation Research and Development Specialist II, G-22 (field)

EXECUTIVE - EXECUTIVE CHAMBER

(1) All positions allocated or equivalent to G-23 and, above
(2) The following non-graded positions

Administrative Assistant to the Governor, NS
Appointments Officer, OS
Assistant Counsel to the Governor, NS
Assistant Secretary to the Governor for (all), NS
Assistant to the Secretary to the Governor, NS
Counsel to the Governor, OS
Deputy Secretary to the Governor, NS

Director of Women's Division, NS
Executive Assistant to the Governor, NS
First Assistant Counsel to the Governor, NS
Program Assistant, NS
Program Associate, NS
Secretary to the Governor, OS
Secretary to the Secretary to the Governor, NS
Secretary to the Counsel to the Governor, NS
Special Assistant to the Governor, NS

EXECUTIVE - GENERAL SERVICES, OFFICE OF

(1) All positions allocated or equivalent to G-23 and above, and
(2) The following positions allocated to G-22 and below or non-graded:

Chief Janitor, G-16
Chief Stationary Engineer, G-21
Head Public Building Maintenance Supervisor, G-18
Public Buildings Manager II, G-18
Security Services Supervisor, G-20
Senior Mechanical Equipment Inspector, G-18
Supervisor of Automotive Services, G-21
Supervisor of General Services Fleet Operations, G-18
Supervisor of Surplus Property Disposal, G-20

Assistant Superintendent of Executive Mansion, NS
Executive Mansion Chef, NS
Secretary to the Commissioner of General Services, NS

**EXECUTIVE - HOUSING AND COMMUNITY RENEWAL,
DIVISION OF**

(1) All positions allocated or equivalent to G-23 and above, and
(2) The following positions allocated to G-22 and below or non-graded:

Assistant Building Construction Engineer, G-20
Senior Accountant, G-18 (field positions only)

Secretary to the Commissioner, NS

EXECUTIVE - HOUSING FINANCE AGENCY

(1) All positions allocated or equivalent to G-23 and above

EXECUTIVE - HUMAN RIGHTS, DIVISION OF

(1) All positions allocated or equivalent to G-23 and above, and
(2) The following positions allocated to G-22 and below:

Secretarial Assistant, G-15

EXECUTIVE - MILITARY AND NAVAL AFFAIRS, DIVISION OF

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below or non-graded:

Administrative Assistant, G-18
Armory Superintendent I, G-18
Armory Superintendent II, G-16
Armory Superintendent III, G-14

Maintenance Supervisor I, NS
NY Guard Administrative Officer, NS
Secretarial Assistant, NS
Senior Budgeting Analyst, NS
State inspector and Survey Officer, NS

**EXECUTIVE - PARKS, RECREATION AND HISTORIC
PRESERVATION, OFFICE OF**

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below:

Affirmative Action Administrator I, G-18 (when in field)
Agency Safety Director II, G-22
Assistant Accountant, G-14 (field)
Assistant Land and Claims Adjuster, G-19
Assistant Superintendent of Bethpage State Park, G-22
Assistant Supervisor of Park Operations, G-13
Athletic Program Supervisor, G-16
Chief Account Clerk, G-22
Conservator, G-22
Coordinator of Park Maintenance Services, G-18
Coordinator of Recreation Programs for Special Populations, G-20
Historic Collections Analyst, G-20
Historic Preservation Program Analyst, G-18 (field)
Historic Preservation Program Assistant, G-14 (when in field)
Historic Site Manager I, G-14
Historic Site Manager II, G-18
Historic Site Restoration Coordinator, G-19
Interpretive Program Assistant, G-14 (in charge of site)
Interpretive Program Coordinator, G-19
Lieutenant, Park Patrol, G-20 (when acting as a commanding officer)
Marine Services Representative, G-14
Motor Equipment Maintenance Supervisor III, G-19
Park Management Assistant, G-17
Park Manager I, G-14
Park Manager I (Environmental), G-14
Park Manager II, G-18

Park Manager III, G-21
Parks and Recreation Field Representative, G-18
Regional Historic Preservation Supervisor, G-22
Regional Park Maintenance Supervisor II, G-18
Regional Park Recreation Coordinator, G-18
Scientist (Archeology), G-18
Scientist (Geology), G-18
Senior Accountant, G-18 (field)
Senior Forester, G-18
Senior Marine Services Representative, G-18
Senior Personnel Administrator, G-18 (field)
Senior Scientist (Archeology), G-22
Senior Scientist (Geology), G-22
Supervisor of Golf Course Operations, G-17
Supervisor of Mineral Water Baths, G-14
Supervisor of Park Operations, G-17
Supervisor of Water Safety Programs, G-18
Urban Park Program Coordinator, G-21

EXECUTIVE - PAROLE, DIVISION OF

(1) All positions allocated or equivalent to G-23 and above, and
(2) The following positions allocated to G-22 and below or non-graded:

Parole Officer, G-19 (field positions only)
Parole Officer (Spanish Speaking), G-19
Parole Revocation Specialist, G-22
Senior Parole Officer, G-22
Senior Warrant and Transfer Officer, G-17

Administrative Assistant to the Chairman of the Board of Parole, NS
Public Information Officer, NS

**EXECUTIVE - PROBATION AND CORRECTIONAL
ALTERNATIVES, DIVISION OF**

(1) All positions allocated or equivalent to G-23 and above

**EXECUTIVE - PUBLIC EMPLOYEE PENSION AND
RETIREMENT SYSTEMS, COMMISSION ON**

(1) All positions allocated or equivalent to G-23 and above, and
(2) The following non-graded positions:

Secretary to the Chairman, NS
Secretary to the Commissioner, NS

**EXECUTIVE - QUALITY OF CARE FOR THE MENTALLY
DISABLED, COMMISSION ON**

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following non-graded positions:

Executive Secretary, NS
Secretary to the Chairman, NS

EXECUTIVE - RACING AND WAGERING BOARD

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below:

OTB Operations Analyst, G-18

**EXECUTIVE - ST. LAWRENCE EASTERN ONTARIO
COMMISSION**

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below or non-graded:

Coastal Development Specialist II, (Natural Resources), G-18
Coastal Development Specialist II, (Planning), G-18
Read Account Clerk, G-18
Senior Recreation Planner, G-18

Secretary to the Executive Director SLEOC, NS

EXECUTIVE - SOCIAL WELFARE, BOARD OF

- (1) All positions allocated or equivalent to G-23 and above

EXECUTIVE - STATE POLICE, DIVISION OF

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) All positions ranked from Sergeant and above*, and
- (3) The following non-graded positions:

Assistant Counsel, State Police, NS
Assistant Director of Personnel, State Police, NS
Counsel, State Police, NS
First Assistant Counsel, State Police, NS
Investigator-Police Specialist, NS*
Investigator-State Police, NS*
Secretary to the Superintendent-State Police, NS
Senior Investigator-State Police, NS*
State Police Director of Scientific Laboratory, NS
State Police Director of Personnel, NS

*These positions may be eligible under special circumstances in accordance with negotiated agreements.

EXECUTIVE - VETERANS' AFFAIRS, DIVISION OF

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below or non-graded

State Veteran Counselor, G-17

Secretary to the Director of Veterans' Affairs, NS

EXECUTIVE - YOUTH, DIVISION FOR

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below or non-graded:

Administrative Assistant, G-18

Agency Training and Development Specialist I, G-18

Chaplain, G-22

Director of Cottage Program, G-22

Division for Youth Rehabilitation Coordinator, G-22

Education Supervisor (General), G-19

Head Account Clerk, G-18

Higher Horizons Program Supervisor, G-18

Nurse Administrator I, G-19

Physicians' Assistant, G-18

Psychologist I, G-21

Research Scientist II, G-22 (field)

Resources and Reimbursement Agent II, G-18 (field)

Senior Business Management Assistant, G-18 (facilities only)

Senior Home Economist, G-18

Senior Youth Division Counselor, G-21 (field and facility positions)

Teacher I, G-12

Teacher II, G-13

Teacher III, G-15

Teacher TV, G-17

Vocational Instructor I, G-12

Vocational Instructor II, G-13

Vocational Instructor III, G-15

Vocational Instructor IV, G-17

Vocational Specialist I, G-18

Vocational Specialist II, G-21

Volunteer Services Coordinator, G-18

Youth Division Aide II, G-9 (live-ins only)

Youth Division Aide III, G-12 (live-ins only)

Youth Division Counselor, G-18 (field)

Youth Facilities Specialist I, G-22

Secretary to the Director, NS

HEALTH DEPARTMENT - MAIN

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below:

Assistant Office Services Manager, G-18
Assistant Pharmacy Consultant, G-18 (field)
Assistant Sanitary Engineer, G-20
Associate Emergency Medical Care Representative, G-22
Chief Account Clerk, G-22
Chief Engineering Technician (Public Water Supply), G-19
Clinical Laboratory Consultant, G-22
Community Nursing Services Consultant (Family Planning), G-22
Community Nursing Services Consultant (HHS), G-22
Compliance Supervisor, G-20
Consultant Occupational Therapist, G-20
Consultant Physical Therapist, G-20
Consultant Speech and Hearing Therapist, G-20
Dental Program Coordinator, G-22
Emergency Health Services Communications Assistant, G-18
Health Care Surveyor I (Nursing), G-15
Health Care Surveyor II (Nursing), G-19
Health Department Investigator II, G-21
Health Education Media Specialist III, G-22
Hospital Nursing Services Consultant, G-22
Hospital Nursing Surveyor, G-21
Nutrition Education Consultant, G-22
Nutrition Services Consultant, G-20
Occupational Therapist, G-15 (field)
Pharmacy Consultant, G-20
Physical Therapist, G-15 (field)
Plant Superintendent B, G-22
Public Health Representative II, G-16
Public Health Sanitarian, G-14 (field)
Public Health Representative III, G-20
Public Health Sanitarian Trainee, NS (field)
Public Health Social Work Consultant, G-19
Real Estate Appraiser, G-18
Regional Medical Care Administrator, G-22
Regional Public Health Nutritionist, G-22
Research Scientist I, G-18
Research Scientist IT, G-22
Senior Bacteriologist, G-18
Senior Bacteriologist (Virology), G-18
Senior Biochemist, G-18
Senior Biophysicist, G-18
Senior Biostatistician, G-18
Senior Chemist, G-18

Senior Chemist (Air Pollution), G-18
Senior Emergency Medical Care Representative, G-18
Senior Investigator, G-17
Senior Laboratory Equipment Designer, G-19
Senior Laboratory Illustrator Photographer, G-18
Senior Librarian (Medical), G-18
Senior Medical Facilities Auditor, G-18
Senior Narcotics Investigator, G-21
Senior Nutrition Services Consultant, G-22
Senior Pharmacy Inspector, G-20
Senior Public Health Social Work Consultant, G-22
Senior Sanitary Chemist, G-18
Speech and Hearing Therapist, G-15 (field)
Supervising Funeral Directing Investigator, G-18
Supervising Public Health Educator, G-22
Supervisor of Medical Malpractice Claims, G-20

Attorney I, NS
Attorney II, NS

Hospitals and Institutions

Associate Medical Illustrator Photographer, G-22
Cancer Research Scientist I, G-18
Cancer Research Scientist II, G-22
Coordinator of Volunteer Services, G-18
Education Supervisor, G-19
Head Occupational Therapist, G-20
Medical Social Worker B, G-17
Nurse Instructor, G-19
Nurse Administrator I, G-19
Nurse Administrator II, G-22
Oncology Nursing Staff Development Specialist II, G-19
Oncology Nursing Staff Development Specialist II
(Enterostomal Therapy), G-19
Pharmacist III, G-20
Plant Superintendent B, G-22
Plant Superintendent C, G-19
Research Scientist I, G-18
Research Scientist II, G-22
Senior Laboratory Equipment Designer, G-19
Senior Librarian (Medicine), G-18
Senior Medical Librarian, G-18
Senior Occupational Therapist, G-18
Supervising Dietitian, G-17
Supervising Medical Records Administrator, G-20
Supervising Medical Social Worker, G-22
Supervising Nurse Anesthetist, G-21

Teacher I, G-12
Teacher II, G-13
Teacher III, G-15
Teacher IV, G-17

INSURANCE DEPARTMENT

(1) All positions allocated or equivalent to G-23 and above, and
(2) The following positions allocated to G-22 and below or non-graded:

Administrative Assistant, G-18
Assistant Actuary, G-14 (field)
Chief Clerk, G-20
Insurance Examiner, G-18 (field)
Insurance Qualifications Examiner, G-18 (field)
Real Estate Appraiser, G-18
Senior Actuary, (Casualty), G-19
Senior Actuary, (Life), G-19
Senior Administrative Analyst, G-18

Attorney I, NS
Attorney II, NS
Insurance Examiner Trainee I, NS (field)
Insurance Examiner Trainee II, NS (field)
Insurance Policy Examiner I, NS
Insurance Policy Examiner II, NS
Public Information Officer, NS
Secretary to the Superintendent of Insurance, NS

LABOR DEPARTMENT

(1) All positions allocated or equivalent to G-23 and above, and
(2) The following positions allocated to G-22 and below or non-graded:

Administrative Assistant, G-18
Agency Training and Development Specialist I, G-18
Associate Unemployment Insurance Hearing Representative, G-21
Associate Unemployment Insurance Investigator, G-22
Associate Unemployment Insurance Reviewing Examiner, G-21
Chief Account Clerk, G-22
Chief Clerk, G-20
Chief Clerk (Purchase), G-20
Chief Hearing Reporter, G-22
Employment Consultant (Testing), G-21
Employment Counselor, G-16 (field)
Employment Interviewer, G-14 (field)
Employment Interviewer (Spanish Speaking), G-14 (field)

Employment Services Representative, G-18
Employment Systems Field Support Analyst, G-21
Head Hearing Reporter, G-18
Job Training Specialist II, G-22
Occupational Analyst, G-21
Rural Employment Representative, G-14 (field)
Secretarial Assistant, G-15
Senior Administrative Analyst, G-18
Senior Auditor, G-18
Senior Boiler Inspector, G-17
Senior Computer Programmer Analyst, G-18
Senior Employment Counselor, G-19
Senior Employment Services Representative, G-21
Senior Industrial Hygienist, G-18
Senior Labor Standards Investigator, G-18
Senior Manpower Programs Contract Specialist, G-18
Senior Radiophysicist, G-18
Senior Rural Employment Representative, G-18
Senior Unemployment Insurance Claims Examiner, G-18 (field)
Senior Unemployment Insurance Hearing Representative, G-18
Senior Unemployment Insurance Investigator, G-19
Supervising Boiler Inspector, G-21
Supervising Computer Operator, G-18
Supervising Public Work Wage Investigator, G-21
Training and Documentation Specialist, G-18
Unemployment Insurance Accounts Assistant Supervisor, G-20
Unemployment Insurance Claims Examiner, G-14 (field)
Unemployment Insurance Claims Examiner (Spanish Speaking),
G-14 (field)
Agency Training and Development Specialist Trainee I, NS
Agency Training and Development Specialist Trainee II, NS
Attorney I, NS
Attorney II, NS
Executive Secretary NS
Executive Secretary (UT Appeals Board), NS
Secretary to the Chairman, NS
Secretary to the Chairman (Industrial Board of Appeals), NS
Secretary to the Commissioner, NS

LABOR - LABOR RELATIONS BOARD

(1) All positions allocated or equivalent to G-23 and above, and
(2) The following positions allocated to G-22 and below or
non-graded:

Head Hearing Reporter, G-19
Labor Elections Supervisor, G-20
Labor Relations Examiner, G-20

Attorney I, NS
Attorney II, NS
Executive Secretary Labor Relations Board, NS
Secretary to the Chairman, NS

LABOR - STATE INSURANCE FUND

(1) All positions allocated or equivalent to G-23 and above, and
(2) The following positions allocated to G-22 and below or non-graded:

Associate Compensation Claims Examiner, G-22 (when in field)
Associate Insurance Fund Field Services Representative, G-22
Compensation Claims Investigator III, G-18
Compensation Claims Investigator IV, G-22
Compensation Claims Legal Investigator II, G-18
Compensation Claims Legal Investigator III, G-22
Industrial Hygiene Engineer, G- 20 (when in field)
Insurance Fund Field Services Representative, G-14
Insurance Field Investigator, G-16
Insurance Premium Auditor I, G-18 (when in field)
Medical Care Representative, G-19
Senior Insurance Fund Field Services Representative, G-18

Attorney I, NS
Attorney II, NS
Secretary to the Board of Commissioners, NS

LABOR - WORKERS' COMPENSATION BOARD

(1) All positions allocated or equivalent to G-23 and above, and
(2) The following positions allocated to G-22 and below or non-graded:

Associate Workers' Compensation Examiner, G-22
Chief Account Clerk, G-22
Chief Clerk, G-20
Chief Hearing Reporter, G-22
Head Account Clerk, G-18
Head Clerk, G-15
Senior Administrative Analyst, G-18
Senior Budgeting Analyst, G-18
Senior Computer Programmer Analyst, G-18
Senior Economic Research Editor, G-18
Senior Statistician, G-18
Senior Vocational Rehabilitation Counselor, G-22
Senior Workers' Compensation Examiner, G-18

Attorney I, NS
Attorney II, NS
Secretary to the Chairman, NS
Secretary to the Workers' Compensation Board, NS

LABOR MANAGEMENT COMMITTEES

(1) All positions allocated or equivalent to G-23 and above

LAW DEPARTMENT

(1) All positions allocated or equivalent to G-23 and above, and
(2) The following position allocated to G-22 and below or non-graded:

Law Department Investigator I, G-17
Law Department Investigator II, G-21

Public Relations Officer, NS
Secretary to the Attorney General, NS

LAW - INVESTIGATION OF THE NYC CRIMINAL JUSTICE SYSTEM

(1) All positions allocated or equivalent to G-23 and above, and
(2) The following non-graded positions:

Confidential Administrative Assistant, NS
Confidential Finance Assistant, NS
Principal Special Auditor Investigator, NS
Principal Special Investigator, NS
Secretary-Chief Special Assistant Attorney General, NS
Secretary-Deputy Attorney General, NS
Senior Special Auditor Investigator, NS
Senior Special Investigator, NS
Special Assistant Attorney General, NS
Special Auditor Investigator, NS
Special Investigator, NS
Supervising Special Investigator, NS

LAW - NURSING HOME INVESTIGATION, OFFICE OF

(1) All positions equivalent to G-23 and above, and
(2) The following non-graded positions:

Administrative Officer, NS
Assistant Chief Auditor Investigator, NS
Assistant Chief Special Investigator, NS
Associate Special Auditor Investigator, NS
Chief of Auditing, NS
Chief Special Investigator, NS

Confidential Administrative Assistant, NS
Confidential File Supervisor, NS
Confidential Finance Assistant, NS
Confidential Legal Librarian, NS
Confidential Personnel Administrator, NS
Deputy Attorney General, NS
Deputy Chief Auditor, NS
Director of Special Projects and Communications, NS
Principal Special Auditor Investigator, NS
Principal Special Investigator, NS
Programmer Analyst, NS
Senior Special Auditor Investigator, NS
Senior Special Investigator, NS
Special Assistant Attorney General, NS
Special Auditor Investigator, NS
Special Investigator, NS
Special Research Assistant, NS
Supervising Special Investigator, NS

**MENTAL HYGIENE - ALCOHOLISM AND ALCOHOL ABUSE,
DIVISION OF**

(1) All positions allocated or equivalent to G-23 and above, and
(2) The following positions allocated to G-22 and below or
non-graded:

Nurse Administrator I, G-19
Occupational Alcoholism Program Specialist I, G-18
Occupational Alcoholism Program Specialist II, G-21
Pharmacist I, G-17
Research Scientist II, G-22
Staff Development Specialist I (Alcoholism), G-14
Staff Development Specialist II (Alcoholism), G-18
Standards Compliance Analyst I (Alcoholism), G-18

Attorney I, NS
Attorney II, NS

**DEPARTMENT OF MENTAL HYGIENE - MENTAL HEALTH,
OFFICE OF**

(1) All positions allocated or equivalent to G-23 and above, and
(2) The following positions allocated to G-22 and below or
non-graded:

Chief Account Clerk, G-22
Coordinator of Volunteer Services, G-18
Mental Hygiene Halfway House Aide I, G-9 (live-in only)
Mental Hygiene Halfway House Aide II, G-12 (live-in only)

Principal Stationary Engineer, G-17
Psychiatric Social Work Supervisor I, G-22
Psychiatric Social Worker I, G-17
Psychiatric Social Worker II, G-19
Resources and Reimbursement Agent III, G-22
Social Work Supervisor I, G-22
Social Worker I, G-17
Social Worker II, G-19

Secretary to the Commissioner, NS

**DEPARTMENT OF MENTAL HYGENE - MENTAL
RETARDATION AND
DEVELOPMENTAL DISABILITIES, OFFICE OF**

(1) All positions allocated or equivalent to G-23 and above, and
(1) The following positions allocated to G-22 and below or
non-graded:

Assistant Research Scientist, G-14
Chaplain, G-22
Chief Account Clerk, G-22
Community Residence Assistant Director, G-11
(only those provided living quarters)
Community Residence Director, G-13
(only those provided living quarters)
Developmental Specialist I, G-14
Developmental Specialist II, G-17
Developmental Specialist III, G-19
Developmental Specialist IV, G-22
Habilitation Specialist I, G-14
Habilitation Specialist II, G-17
Plant Superintendent B, G-22
Plant Superintendent C, G-19
Research Scientist I, G-18
Research Scientist II, G-22
Resources and Reimbursement Specialist III, G-22
Social Worker I, G-17
Social Worker II, G-19
Teacher II, G-13
Teacher III, G-15
Teacher IV, G-17

Secretary to the Commissioner, NS
Vocational Instructor II, NS
Vocational instructor III, NS
Vocational Instructor IV, NS

**DEPARTMENT OF 'MENTAL HYGIENE - SUBSTANCE ABUSE
SERVICES, DIVISION OF**

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below or non-graded:

Assistant Research Scientist, G-14
Job Development and Placement Specialist, G-18
Nurse Administrator, G-19
Pharmacist I, G-17
Research Scientist II, G-22
Senior Facilities Coordinator, G-19
Substance Abuse Accounts Auditor I, G-18
Substance Abuse Counselor I, G-21
Substance Abuse Performance Review Specialist I, G-18
Vocational Specialist II, G-21

Attorney I, NS
Attorney II, NS

MOTOR VEHICLES DEPARTMENT

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below or non-graded:

Assistant Accountant, G-14 (field)
Assistant District Director of Motor Vehicles, G-21
Head Motor Vehicle License Examiner, G-20 (field)
Highway Safety Program Representative, G-21
Principal Motor Vehicle License Examiner, G-17 (field)
Secretarial Assistant, G-15
Senior Accountant, G-18 (field)
Senior Motor Vehicle Investigator, G-18 (field)

Public Relations Officer, NS
Secretary to the Commissioner, NS

PUBLIC SERVICE DEPARTMENT

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below or non-graded:

Assistant Utility Rates Analyst, G-14 (field)
Assistant Utility Engineer, G-20 (field)
Chief Engineering Technician, G-19 (field)
Chief Telephone Technician, G-19 (field)
Consumer Services Specialist III, G-21 (field)

Gas and Petroleum inspector III, G-21 (field)
Power Transmission Planner II, G-18 (field)
Public Utilities Auditor I, G-18 (field)
Secretarial Assistant, G-15
Senior Communications Rates Analyst, G-18 (field)
Senior Transmission Facilities Analyst, G-18 (field)
Senior Utility Financial Analyst, G-18 (field)

Confidential Secretary to the Chairman, NS
Public Relations Officer, NS
Public Utilities Auditor Trainee I, NS (field)
Public Utilities Auditor Trainee II, NS (field)
Secretary to the Commissioner, NS
Secretary to the Public Service Commission, NS

SOCIAL SERVICES DEPARTMENT

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below

Administrative Assistant, G-18 (field)
Associate Nutritionist, G-22
Consultant on Community Services for the Blind, G-18 (field)
Consultant on Services for Blind Children, G-18 (field)
Consultant on Small Business Enterprises for the Blind, G-18 (field)
Consultant Social Services Investigator, G-20
Medicaid Review Analyst II, G-18 (field)
Rehabilitation Facilities Specialist, G-22 (field)
Senior Accountant, G-18 (field)
Senior Accountant (Social Services), G-18 (field)
Senior Computer Programmer Analyst, G-18 (field)
Senior Medical Facilities Auditor, G-18 (field)
Senior Nutritionist, G-18
Senior Personnel Administrator, G-18 (field)
Senior Social Services Child Support Specialist, G-18
Senior Social Services Consultant (Administration), G-22 (field)
Senior Social Services Consultant (Adult Institutions), G-22 (field)
Senior Social Services Consultant (Children Services), G-22 (field)
Senior Social Services Consultant (Family Services), G-22 (field)
Senior Social Services Management Specialist, G-18 (field)
Senior Social Services Representative (Adult institutions), G-20
(field)
Senior Social Services Representative (Childrens Services), G-20
(field)
Senior Vocational Rehabilitation Counselor, G-22 (field)
Social Services Assistant, G-14 (field)
Social Services Disabilities Analyst I, G-18 (field)
Social Services Disabilities Analyst II, G-20 (field)

Social Services Employment Specialist, G-18 (field)
Social Services Medicaid Investigator II, G-21
Social Services Medical Assistance Specialist, G-18 (field)
Social Services Program Specialist, G-18 (field)
Social Services Representative, G-18 (field)
Supervising Vending Services Specialist, G-20 (field)
Supervisor Small Business Enterprises for the Blind, G-20 (field)
Vocational Rehabilitation Counselor, G-19 (field)

STATE DEPARTMENT

(1) All positions allocated or equivalent to G-23 and above, and
(2) The following positions allocated to G-22 and below or
non-graded:

Assistant Accountant, G-14*
Coastal Processes Technical Specialist, G-18*
Coastal Resources Specialist I, G-18*
Code Compliance Education Specialist, G-18*
Commercial Fisheries Development Specialist, G-18*
Economic Opportunity Program Analyst I, G-14*
Economic Opportunity Program Analyst, II, G-18*
Federal Grant Program Specialist I, G-18*
Field Representative (Fire) III, G-18*
License Investigator II, G-18*
License investigator III, G-21*
Municipal Management Consultant I, G-18*
Neighborhood Preservation Specialist I, G-14*
Neighborhood Preservation Specialist II, G-18*
Senior Accountant, G-18*
Senior Investigator, G-17*
Senior Training Technician (Code Compliance), G-18*
Senior Training Technician (Fire Safety), G-18*
Supervising Boxing Inspector, G-14*
Upholstery and Bedding Inspector G-16*
Upholstery and Bedding Inspector III, G-21*
Weatherization Representative I, G-14*
Weatherization Representative II, G-18*

* in the field

Secretary to the Secretary of State, NS

TAXATION AND FINANCE, DEPARTMENT OF

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below or non-graded:

Assistant Accountant, G-14 (field)
Chief Clerk Surrogate, G-20
Head Clerk Surrogate, G-15
Senior Accountant, G-18 (field)
Senior Excise Tax Investigator, G-18
Senior Special Tax Investigator, G-19
Supervising Excise Tax Investigator, G-21
Tax Auditor I, G-18

Secretary to the Commissioner of Taxation and Finance, NS
Secretary to the Tax Commission, NS

TAXATION AND FINANCE - LOTTERY, DIVISION OF

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below:

Assistant Lottery Regional Director II, G-21*
Lottery Marketing Representative I, G-14*
Lottery Marketing Representative I (Spanish Speaking), G-14*
Lottery Marketing Representative II, G-16*
Lottery Marketing Representative II (Spanish Speaking), G-16*
Lottery Marketing Specialist, G-18*
Senior Lottery District Representative, G-18*

*

Except when performing Lottery Drawing activities

TEMPORARY EMERGENCY FINANCIAL CONTROL BOARD

All positions allocated or equivalent to G-23 and above

TEMPORARY STATE COMMISSION OF INVESTIGATION

- (1) All positions allocated or equivalent to G-23 and above

TRANSPORTATION DEPARTMENT

- (1) All positions allocated or equivalent to G-23 and above, and
- (2) The following positions allocated to G-22 and below or non-graded:

Administrative Assistant, G-18 (field)
Assistant Accountant, G-14 (field)
Assistant Engineering Geologist, G-20
Assistant Railroad Engineer, G-20 (field)
Canal Section Superintendent, G-21

Chief Motor Vehicle Inspector, G-21 (field)
Head Clerk (Property Control), G-15 (field)
Junior Engineer, G-15 (when assigned to residency office)
Landscape Architect, G-20 (field)
Motor Equipment Maintenance Field Supervisor, G-15
Photographer III, G-15 (field)
Senior Accountant, G-18 (field)
Senior Accountant (Public Service), G-18 (field)
Senior Internal Auditor, G-18 (field)
Senior Personnel Administrator, G-18 (field)
Supervisor of Drilling Operations, G-20
Supervisor of Motor Carriers, G-21 (field)

Attorney I, NS
Attorney II, NS