



NEW YORK
STATE OF
OPPORTUNITY.

**Career Mobility
Office**

Career Mobility Office GOT-IT

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Glossary of Titles Inquiry Tool (GOT-IT) Website Navigation Tool

<https://careermobilityoffice.cs.ny.gov/cmo/gotit/>

This website provides information on New York State's job titles, job descriptions, qualifications, agency use, location, and career mobility options. Below is a guide on how to navigate and use the website. If you have any questions, please contact the Department of Civil Service's Career Mobility Office at 518-485-6199, toll-free at 1-800-553-1322 or via e-mail at cmo@cs.ny.gov.



Glossary Of Titles - Inquiry Tool allows New York State employees to learn more about job titles within the State.

Title Search

This search offers the option of researching title specific information. By selecting a title, you will be provided with that title's salary grade, job description and qualifications, examination information and related career mobility options.

[Begin Searching Titles >>](#)

Occupation Search

This directory offers the option of researching title information by selecting an occupation. By selecting an occupation you will be provided with a listing of State titles within that occupation.

[Begin Searching Occupations >>](#)

Agency Search

This search offers the option of researching titles at a specific agency. By selecting the name of an agency from the Agency list, you will be provided with a listing of titles within that agency.

[Begin Searching Agencies >>](#)

Geographic Search

This search offers the option of researching both agencies and titles that exist in a specified location. In addition, you may also access mapping services for directions to New York State Agencies.

[Begin Searching Geographically >>](#)

This site provides information specific to New York State employees. If you are not a current New York State employee, you can use the Department of Civil Service Web site to [explore possible employment opportunities](#).

[Contact CMO](#) | [Useful links](#) | [Feedback](#) | [Privacy Policy](#) | [Disclaimer](#)

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By clicking the Title Search

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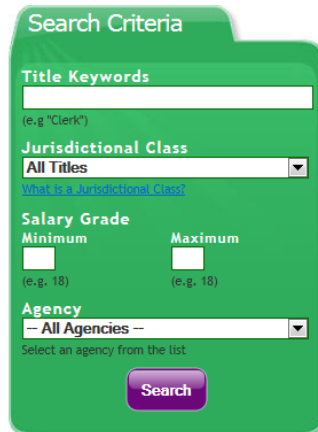
[Begin Searching Geographically >>](#)

You will see this search feature:

Title Search

This search offers the option of researching title specific information, including the title's salary grade, job description and qualifications, examination information (if applicable), and related career mobility options.

To begin: Enter either the title of interest or the first three letters of the title. This will provide you with a comprehensive list of all titles containing the keyword or letters searched. You can then select the specific title you were seeking. In addition you may also perform a more advanced search by selecting: the jurisdictional class, minimum salary grade, and/or Agency.



The screenshot shows a green search criteria form with the following fields:

- Title Keywords:** A text input field with a placeholder "(e.g. 'Clerk')".
- Jurisdictional Class:** A dropdown menu currently set to "All Titles". Below it is a link: "What is a Jurisdictional Class?".
- Salary Grade:** Two input fields labeled "Minimum" and "Maximum". Below each is a placeholder "(e.g. 18)".
- Agency:** A dropdown menu currently set to "- All Agencies -". Below it is the text "Select an agency from the list".
- Search:** A purple button at the bottom.

The Title Search...

offers the option of researching title specific information, including the title's salary grade, job description and qualifications, examination information (if applicable), agency use, locations, and related career mobility options.

To begin: Enter either the title of interest or the first three letters of the title. This will provide you with a comprehensive list of all titles containing the keyword or letters searched. You may then select the specific title you are seeking. In addition, you may also perform a search by selecting the jurisdictional class, salary grade, and/or Agency.

When searching by salary grade, include both a minimum and maximum number to get the most focused results.

Please note that the number of positions referenced in GOT-IT is approximate and represents the number of positions established (both filled and vacant); it is not an indication or reference to position type or duration, or intent to be filled. If you are viewing a trainee title, please note this number reflects the number of positions established at the journey level. Agencies may fill at the trainee level(s) or at the journey level based on employee qualifications. GOT-IT does not provide information on any job postings or job availability. To view State agency job vacancy postings, please visit www.StateJobsNY.com. You may also access links to State agency websites to view their current opportunities at: www.cs.ny.gov/jobseeker/statejobs.cfm.

By clicking the Agency Search

Title Search

This search offers the option of researching title specific information. By selecting a title, you will be provided with that title's salary grade, job description and qualifications, examination information and related career mobility options.

[Begin Searching Titles >](#)

Occupation Search

This directory offers the option of researching title information by selecting an occupation. By selecting an occupation you will be provided with a listing of State titles within that occupation.

[Begin Searching Occupations >](#)

Agency Search

This search offers the option of researching titles at a specific agency. By selecting the name of an agency from the Agency list, you will be provided with a listing of titles within that agency.

[Begin Searching Agencies >](#)

Geographic Search

This search offers the option of researching both agencies and titles that exist in a specified location. In addition, you may also access mapping services for directions to New York State Agencies.

[Begin Searching Geographically >](#)

You will see this search feature:

Agency Search

This search offers the option of researching titles at a specific agency. By selecting the name of an agency from the Agency window, the user will be provided with a listing of titles. Select a title to see the title's salary grade, job description and qualifications, examination information (if applicable) and related career mobility options.

To begin: Using the agency window, select the name of the agency you are interested in. You will then be provided with a listing of titles at this agency. Click on a title for detailed title information. For additional agency contact information here is the [general state agency telephone directory](#).

[To view links to all New York State agencies click here.](#)

Please Select an Agency:

[Adirondack Park Agency](#)
[Aging, Office for the](#)
[Agriculture & Markets, Dept of](#)
[Albany State University at](#)
[Alcohol & Subst Abuse Svcs, Off of](#)
[Alcoholic Beverage Control Board](#)
[Alcoholism Treatment Centers](#)
[Alfred Coll of Technology at](#)

[Contact CMO](#) | [Useful links](#) | [Feedback](#) | [Privacy Policy](#) | [Disclaimer](#)

The Agency Search...

offers the option of researching titles at a specific agency. Once you select an agency, you will be provided with the agency's website address, the number of titles and positions at the agency, as well as the listing of titles. Select a title to see information including the title's salary grade, job description, qualifications, examination information (if applicable), agency use, locations, and related career mobility options.

To begin: Using the agency window, select the agency you are interested in. You will then be provided with a listing of titles at this agency. Click on a title for detailed title information. For additional agency contact information, the general State agency telephone directory may be accessed at: <http://phonedirectory.ny.gov/teecom/phones/>, or you may access agency websites at: www.ny.gov/agencies.

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By clicking the Occupational Search

Title Search

This search offers the option of researching title specific information. By selecting a title, you will be provided with that title's salary grade, job description and qualifications, examination information and related career mobility options.

[Begin Searching Titles >>](#)

Occupation Search

This directory offers the option of researching title information by selecting an occupation. By selecting an occupation you will be provided with a listing of State titles within that occupation.

[Begin Searching Occupations >>](#)

Agency Search

This search offers the option of researching titles at a specific agency. By selecting the name of an agency from the Agency list, you will be provided with a listing of titles within that agency.

[Begin Searching Agencies >>](#)

Geographic Search

This search offers the option of researching both agencies and titles that exist in a specified location. In addition, you may also access mapping services for directions to New York State Agencies.

[Begin Searching Geographically >>](#)

You will see this search feature:

Occupation Interest Directory

Please note: the information provided may be subject to change.

This directory offers the option of researching title information by occupation. The Occupational Directory is based on the New York occupational codes found in the New York State Title and Salary plan. By selecting an occupation the user will be provided with a listing of titles within that occupation. Select a title to see the title's salary grade, job description and qualifications, examination information (if applicable) and related career mobility options.

To begin: Select the occupation you are interested in. You will then be provided with a more detailed listing of specific occupations. Select the specific occupation which will return a list of titles within that occupation. Click on a title for detailed information.

[Accounting/Auditing/Financial Administration](#)

Employees in these titles deal with the financial and budgetary aspects of the State.

[Administration & Office Support](#)

Employees in these titles manage the administration of the State. Titles range from clerical to professional levels.

[Agriculture](#)

Employees in these titles range from farming to food production and inspection.

[Architecture](#)

Employees in these titles include positions in the areas of architecture and landscape design.

[Automotive Licensure & Traffic Safety](#)

Employees in these titles deal with everything from obtaining a driver's license to the inspection of automotive service stations.

[Child Care & Pastoral Services](#)

Employees in these titles provide services that range from Chaplains to child care supervisors.

[Economic Development](#)

Employees in these titles promote the economic development of New York State.

[Education, Archives & Records Mgt.](#)

Employees in these titles are primarily in the fields of teaching and records management.

[Engineering](#)

Employees in these titles range from Civil Engineers to Environmental Engineers.

The Occupational Search...

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To begin: Select the occupation you are interested in. You will then be provided more specific sub-categories of that occupation. Select the sub-category you are interested in to view titles within this category. Click on a title for detailed title information.

Please note that the number of positions referenced in GOT-IT is approximate and represents the number of positions established (both filled and vacant); it is not an indication or reference to position type or duration, or intent to be filled. If you are viewing a trainee title, please note this number reflects the number of positions established at the journey level. Agencies may fill at the trainee level(s) or at the journey level based on employee qualifications. GOT-IT does not provide information on any job postings or job availability. To view State agency job vacancy postings, please visit www.StateJobsNY.com. You may also access links to State agency websites to view their current opportunities at: www.cs.ny.gov/jobseeker/statejobs.cfm.

By clicking the Geographic Search

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Geographic Search

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[Begin Searching Geographically »](#)

You will see this search feature:

Geographic Search

The Geographic Search allows you to search title information by county. To begin, select a county by clicking on the map or select from the list of [counties in New York State](#). Next, select an agency within your chosen county. This will provide you with the agency's Web address, title and position information, physical address, phone number as well as mapping services. You may then select a specific title for more detailed information.

This map shows the ten different areas of New York State as used by the Career Mobility Office.



The Geographic Search...

allows you to search title and agency information by county.

To begin: Select a county by clicking on the map or select from a list of counties in New York State. Next, you may either select an agency within your chosen county, or an area within a certain county (i.e. city), and then you may select an agency in that specific location.

When selecting an agency, you will be provided with the agency's website address, title and position information, physical address, phone number as well as mapping services. You may then select a specific title to see the title's salary grade, job description, qualifications, examination information (if applicable), agency use, locations, and related career mobility options.

Please note that the number of positions referenced in GOT-IT is approximate and represents the number of positions established (both filled and vacant); it is not an indication or reference to position type or duration, or intent to be filled. If you are viewing a trainee title, please note this number reflects the number of positions established at the journey level. Agencies may fill at the trainee level(s) or at the journey level based on employee qualifications. GOT-IT does not provide information on any job postings or job availability. To view State agency job vacancy postings, please visit www.StateJobsNY.com. You may also access links to State agency websites to view their current opportunities at: www.cs.ny.gov/jobseeker/statejobs.cfm.

Definition of terms in GOT-IT

To clearly understand the information found in GOT-IT, below are definitions of the website features and some Civil Service terminology and terms you will see when using this program.

Career Ladder: A listing of titles that are most commonly used as steps for upward mobility for a title series.

Career Mobility: Provides information on mobility options, i.e. transfers, if applicable, related to the title you are viewing. If no transfer options are available, contact the Career Mobility Office for assistance.

How to Apply: This section references whether an examination is used to fill the title and where to find information on the examination, or, if an examination is not used, where to apply.

Journey Level: Full performance level to which the employee is advanced after completing a traineeship, required training or receiving the necessary credentials for the position.

Jurisdictional Classes: New York State job titles in the classified service are divided into the following four jurisdictional classes based principally on the extent to which examination is practicable:

Competitive Class: positions filled by competitive examination. All Civil Service jobs are classified as competitive, unless the Civil Service Commission specifically places them in a different jurisdictional class.

Exempt Class: positions that are confidential or policy influencing, and serve at the pleasure of the appointing authority. These positions are not filled by competitive examination. Only a small percentage of the State workforce is in the exempt jurisdictional class.

Labor Class: unskilled laborer positions. These positions are not filled by competitive examination; candidates must be physically able to perform the duties assigned.

Non-Competitive Class: requires qualifications or characteristics not practicable to test for by competitive examination. Applicants qualifications are examined against the qualifications needed for the position.

Position: An assigned group of duties and responsibilities, temporary or permanent, which is generally performed by one person in a title.

Summary of Job Description: This is a summary of the job duties for the title you are viewing. This is to give you a general idea of what is expected of an employee in the job.

Summary of Minimum Qualifications: A general summary of the most recent job qualifications. If an examination is required, specific minimum qualifications will be included on the applicable exam announcement(s).

Title: The name of a position which describes the work performed and its relative level within a title series or within an organization.

NYS Department of Civil Service

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Albany, NY 12239

For General Inquiries about New York State Employment or Examinations	For Questions Regarding Career Mobility for State Employees
Telephone: 518-457-2487 OR 1-877-NYS-JOBS E-mail: SSDRecruitment@cs.ny.gov	Telephone: (518) 485-6199 OR 1-800-553-1322 E-mail: cmo@cs.ny.gov



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