**Frequently Asked Questions**

**Investigator Title Consolidation**

1. *Has my union been informed of these changes?*

Yes, PEF, CSEA and District Council 37 have been informed of the title structure changes.

1. *Why was this change in titles needed?*

Over time, the number and variety of agency-specific Investigator titles, along with differing salary grade allocations, increased to a point where many of the distinctions could no longer be rationalized or supported. To bring order to this chaotic disarray of Investigator titles, the Division of Classification and Compensation of the Department of Civil Service found that a broad title structure change was necessary. In doing so, we also brought about consistent Investigator title minimum qualifications and traineeships which, in turn, will result in more uniform examinations for Investigator positions.

1. *Which titles will be title structure changed?*

Please see the attachment for a complete list of titles.

1. *How did the Division of Classification & Compensation conduct its review?*

Agencies provided the Division of Classification & Compensation (C&C) with detailed survey responses concerning their Investigator titles; we conducted focus groups to compare and contrast the duties of a wide variety of Investigators; we interviewed program managers to supplement survey responses; and we reviewed classification and allocation appeals files, examination announcements, and grievances materials. We also sought the input of subject matter experts.

1. *Will this title structure change affect my salary or grade?*

It may, but the majority of positions involved in this title restructuring retain their existing salary grade. If the salary grade allocation of your title was either increased or decreased, a discussion of that impact is included in Question #17 below. It is important to note that any change in salary grade is NOT related to your performance on your job, nor is it a reflection on the work and mission of your agency; this is a structural change to realign Investigator titles with others in the same occupation at comparable levels.

1. *If my job is part-time or temporary, will my title also change? What if I am provisional in my job and waiting for an examination to be made permanent?*

All positions in the listed titles will be included in this title structure change. Your appointment status (i.e., temporary, provisional, permanent, contingent permanent), however, will not change as a result of this consolidation.

1. *Is there a way that my position can be exempted from this change?*

No. A title structure change includes all positions in a particular title.

1. *Will a title structure change impact my seniority?*

There will be no impact on your seniority, which is based upon your original classified service date and will not change. Your classified service date determines your seniority credits for promotion examinations and your relative ranking in a reduction-in-force.

1. *Will my duties change?*

It is unlikely that your duties will change as a result of this initiative.

1. How do I know what my new title can and can’t do?

Classification Standards will be published and will describe the typical duties of a title. Please note that Classification Standards are illustrative only and cannot detail all the different tasks that may be assigned to a position in title. To find a Classification Standard, you may ask your agency human resources office or go to: http://www.cs.ny.gov/tsplan/tsp\_search.cfm.

1. *Will I be required to serve a new probationary period?*

No, your status will not change as a result of the title consolidation. If you are currently on probation, you will be required to complete your probationary term.

1. *I am on leave from a title that was consolidated. Will my leave rights change?*

No, your leave rights will not change as a result of the title consolidation.

1. *I am on an eligible list for a higher level position in my title series. What happens to my standing on that promotion eligible list?*

Your status and score will remain on existing eligible lists. Your agency will be able to confirm through the Staffing Services Division of the Department of Civil Service if additional eligible lists may also be available for certain titles.

1. *What will happen to existing transfer determinations between titles?*

The Department of Civil Service will ensure that existing transfer determinations are maintained after the title structure change. There will be additional transfer determinations issued by the Staffing Services Division between Investigator titles.

1. *Will future promotion examinations change?*

There may be adjustments to future promotion exams. Such changes would be discussed with agencies when the examination planning for specific titles begins.

1. *Will there be other title structure changes?*

Yes. There may be some additional changes in the Investigator occupation. The Department of Civil Service periodically reviews titles in State service to maintain and update the State’s Title and Salary.

1. *The salary grade allocation of my title changed. What does that mean for me?*

If your salary grade increased:

Incumbents of titles reallocated to a higher salary grade will be subject to a change in salary consistent with a promotion calculation in accordance with the applicable labor agreements and/or the payroll guidelines of the Office of the State Comptroller. This change is effective June 16, 2016. It is NOT retroactive.

If your salary grade decreased:

Permanent incumbents of titles reallocated to a lower grade will be held harmless in terms of current salary as well as future compensation matters including, but not limited to, performance advancements, performance awards, and related salary calculations as long those incumbents remain in their existing positions. Temporary and provisional employees have no salary protection.