

**Frequently Asked Questions
Program Research Specialist Title Change Effective October 27, 2022**

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

Yes, PEF will be informed of this title structure change. Your union representation and membership status will not be affected by this action.

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

Periodically, C&C revises titles for consistency and clarity. The PRS series was renumbered to avoid confusion.

3. *Which titles will be changed?*

Please see the attachment for a complete list of titles.

4. *What is the effective date of this change?*

October 27, 2022

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

No. There is no impact on an employees' salary or grade.

6. *Other than a change in title, are there any other changes?*

No, there are no other changes.

7. *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) will not change due to this title structure change.

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

No. A title structure change includes all positions in the targeted titles.

9. *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. Your classified service date determines your seniority credits for promotion examinations and your relative ranking in a reduction-in-force.

10. *Will my duties change?*

It is unlikely that your duties will change due to this restructuring.

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

No, your status is unaffected by this title structure change. If you are on probation, you will be required to complete your probationary term as originally set.

12. *I am on leave from a title that will be changed. Will my leave rights change?*

No, your leave rights will not change due to the title structure change.

13. *How do I know what my new title can and can't do?*

A Classification Standard will be published and will describe the typical duties of these titles. Please note that Classification Standards are illustrative only and cannot detail all the different tasks that may be assigned to a title. A Tentative Classification Standard will be available following the effective date of this change. 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

14. *What if I think that I am in the wrong new title?*

You may approach your Human Resources Office to discuss your situation. In addition, employees may consult their union representative regarding any concerns about that matter as well and/or any possible concern regarding out-of-title-work.

15. *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 unchanged on existing eligible lists.

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

The Department of Civil Service will attempt to ensure that existing transfer determinations are maintained after the title structure change.

17. *Will future examinations change?*

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

18. *Will there be other title changes?*

The Department of Civil Service periodically reviews and adjusts titles consistent with sound classification principles and agencies' programmatic needs. No other change affecting the Program Research Specialist title series is currently scheduled.