

Frequently Asked Questions Printing Title Consolidation

1. Has my union been informed of these changes?

Yes, both CSEA and PEF have been informed of the title changes.

2. Why was this change in titles needed?

To maintain the State's Title and Salary Plan, it is necessary to realign titles within occupations to better manage the Plan's effectiveness. In this case, the printing occupation has been reshaped by technology. Offset printing machines, for example, are no longer the sole technology used in State agencies to produce printed material. Accordingly, some employees are or were Offset Printing Machine Operators, but never used an offset press. This consolidation brings greater consistency in titles, salary grades, minimum qualifications and, where applicable, the examinations to enter and advance within this occupation.

3. Which titles will be title structure changed?

Generally, there will be fewer titles in the printing occupation and two separate tracks. One of three options will apply to most employees in printing occupation titles. First, employees operating offset printing equipment OR offset AND digital printing equipment in various non-competitive jurisdictional class positions will become part of the Print Equipment Operator title series. Second, employees in the Offset Printing Machine Operator title series through the Principal level and who only use digital print equipment will become Print Equipment Operators (Digital). Third, employees in the Senior, Principal, and Head Offset Machine Operator titles operating offset OR offset AND digital printing equipment will remain in their titles for now; once vacated these positions will be reviewed for appropriate action.

4. Why is there a need for the two tracks and different titles?

The introduction of digital technology has had a significant impact on the knowledge, skills, and abilities needed in printing operations. However, offset printing is not fully replaced by digital technology. In certain cases, both technologies are used in one unit by the same employee or group of employees. The availability of two tracks and two title series allows agencies to appropriately staff their print production needs. Where offset is used (with or without digital technology) the Print Equipment Operator series is appropriate. Where only digital technology is used, the Print Equipment Operator (Digital) is appropriate.

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

Working with selected agency representatives, the Division of Classification & Compensation (C&C) reviewed classification materials, duties descriptions, minimum qualifications, and examination announcements; and surveyed agencies regarding their use of offset and digital printing technologies. Division staff also visited printing operations in the private sector for comparison.

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

Unlike previous title structure changes, we have worked to minimize the immediate impact on employees. Accordingly, many printing-related positions will change after the current employee vacates the item. At that point, agencies can review the titles and technology to determine the appropriate classification decision with the assistance of the Department of Civil Service. Changes will be effective October 12, 2017.

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

Some employees will experience a change in salary grade. Several titles at different salary grades were being used for same or similar work. That was inconsistent with the State's policy of equal pay for equal work. It became necessary to realign titles based not only on their use of technology, but also the skills and abilities required to operate the different equipment. Second, once descriptive titles were established, we addressed the issue of equal pay for equal work by reducing the number of different salary grades. If your title was corrected, please note that this change is not related to your work performance, nor is it a reflection on the work and mission of your agency; this is a structural change to realign printing titles with others in the same occupation at comparable levels. A discussion of the impact of a change in salary grade is in FAQ #22.

8. *My job was "competitive," meaning that I had to take a Civil Service examination. Is my position going to change to "non-competitive?"*

No, not at this time. Ultimately, however, the "jurisdictional class" of your position will depend upon the technology that you use to perform your job. Generally, positions that require the operation of all offset equipment or both offset and digital equipment will be non-competitive, meaning competitive examination is not practicable to test for the necessary core knowledge, skills, and abilities. Those positions operating only digital printing equipment will ultimately be in the competitive class because there is a relationship between the knowledge, skills, and abilities (KSAs) of that work to other competitive titles. When reviewing the work of the occupation, we found that the "KSAs" associated with offset printing machines more closely reflected those in trades titles (e.g., Carpenter, Electrician, General Mechanic).

9. Is my position still represented by CSEA or PEF?

Yes. If you are represented by CSEA, your bargaining unit may change. For example, employees in the digital series will now be in CSEA's Administrative Services Unit. Employees doing offset or offset and digital work will be in the Operational Services Unit. Distinctions between the bargaining units are set forth in labor management contracts available from your human resources office, the union, or on line at https://www.goer.ny.gov/Labor_Relations/Contracts/index.cfm.

10. If my job is part-time or temporary, will my title also change?

Yes. All positions will be included in this title structure change.

11. What if I am provisional in my job (meaning that I am waiting to take and pass an examination to obtain permanent status)?

Generally, your appointment status (i.e., temporary, provisional, permanent, contingent permanent) will not change due to this consolidation. In some cases, provisional employees who are placed in a non-digital title series may obtain permanent appointments to non-competitive positions. Contact your agency's human resources office concerning your situation if you are provisional.

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

No. A title structure change includes all positions in a title. Again, to minimize the overall impact, we have attempted to limit the immediate changes as far as practicable in the Offset Printing Machine Operator title series.

13. 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.

14. Will my duties change?

While it is unlikely that your duties will change due to this initiative, some changes may occur as agencies reorganize, change equipment, or otherwise reassess their printing needs or technology.

15. 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 after October 12, 2017, go to: http://www.cs.ny.gov/tsplan/tsp_search.cfm

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

No. If you are currently on probation, you will be required to complete your current probationary term. A handful of employees who were provisional before the title structure change and are now in non-competitive Print Operator titles will begin their probationary period.

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

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

18. If I am on an eligible list for a higher-level printing position, what happens to my standing on that promotion eligible list?

There are NO current eligible lists for printing titles.

19. What will happen to existing transfer determinations between titles?

The Staffing Services Division of the Department of Civil Service will determine if any existing transfer determinations will be maintained after the title structure change.

20. Will future promotion examinations change?

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

21. Will there be other title structure changes?

Yes, the Department of Civil Service periodically reviews titles in State service to maintain and update the State's Title and Salary.

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

Permanent (and contingent permanent) incumbents of titles reallocated to a lower grade will be held harmless in terms of current salary and other salary calculations including, but not limited to, performance advancements, performance awards, and related salary calculations if those incumbents remain in their existing positions. Temporary and provisional employees have no salary protection.