

Department of Civil Service
Division of Classification & Compensation
Frequently Asked Questions
Registered Nurse Title Restructuring

1. Has my union been informed of these changes?

Yes, PEF and OMCE have been informed of the title structure changes.

2. Why was this change in titles needed?

In maintaining the State's Title and Salary Plan, it is necessary to realign titles within occupations to better manage the Plan's effectiveness and value. This consolidation brings greater consistency in titles, minimum qualifications and, by extension, the examinations to enter and advance within this occupation. The focus of this effort was on professional titles that lead to, or include, the credential of registered nurse (RN).

3. Which titles will be title structure changed?

Please see the attachment for a complete list of titles.

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

Working with selected agency representatives, the Division of Classification & Compensation reviewed classification documents, examination announcements, minimum qualifications, and duties descriptions.

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

It may (see attachment). Incumbents of titles reallocated to a higher grade will have their salary adjusted 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 December 22, 2022.

6. What is the basis for setting Registered Nurse 1 at Grade 18?

The number of candidates with a bachelor's degree entering the nursing field is on the rise. For example, legislation enacted in 2017 mandates that nurses graduating from associate degree nursing programs obtain a bachelor's degree in nursing within ten years of initial licensure. The increasing complexity of nursing tasks, higher required credentials, and labor market shortage have led us to implement a new structure for nursing titles, which is more in line with that of professional titles requiring a bachelor's degree.

7. *Why were only select Nurse 3, Grade 20, positions reallocated to Grade 22?*

Agencies' desire for continuing the many levels in the nursing series limits the allocation options. With Nurse 1, Grade 14, and Nurse 2, Grade 16, being reallocated to Grade 18 and Nurse Administrator 1, Grade 20, and Nurse Administrator 2, Grade 21, being reallocated to Grade 22, Nurse 3 then remains properly allocated at Grade 20, based on duties, responsibilities, and reporting relationships.

Nurse 3 (Correctional Services), Grade 20, was reallocated to Grade 22 because of its greater scope of responsibility than other Nurse 3, Grade 20, titles. The new Registered Nurse 3 (Correctional Services), Grade 22, is an advanced performance level registered professional nurse who coordinates and administers training related to providing quality health care for a group of facilities within an assigned region; and coordinates with other direct care staff and DOCCS' Central Office to develop department policies and procedures. In addition, these positions report to an Assistant Director Nursing 2 (Correctional Services), M-2, formerly Coordinator Health Education Services, M-2. In contrast, Nurse 3 positions remaining at Grade 20 will generally report to the new Registered Nurse Supervisor 1, Grade 22.

8. *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.

9. *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.

10. *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.

11. *Will my duties change?*

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

12. *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 properly assigned to a position. 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.

13. 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.

14. 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.

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 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.

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

The Department of Civil Service will ensure that appropriate transfer determinations are maintained after the title structure change. Given that the allocation of titles will change, there may be additional transfer opportunities available.

17. Will future promotion examinations change?

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

18. Will there be other title structure changes?

Yes. At a later date, there will be additional changes in the nursing occupation. Some titles require additional analysis and review. The Department of Civil Service periodically reviews titles in State service to maintain and update the State's Title and Salary plan.

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

Please contact your Human Resources Office to discuss your situation. In addition, employees may consult their union representative.