

PERSONNEL SERVICES BULLETIN

100-2R
PSB No.

Subject: Classification of Titles and Positions

Supersedes: Personnel Services Bulletin No. 100-2

Source: New York City Charter, Section 814 (a) (2)

Date: July 27, 2012

I. Background & Policy

All title classification actions are prepared by the Classification and Compensation Unit (C&C) of the Department of Citywide Administrative Services (DCAS). C&C reviews agency requests for the creation of new titles, the consolidation/broadbanding of existing titles and updates to existing titles. After review of a proposal, C&C will inform the agency of its determination.

A. New Titles

Agencies may request that a new title be created if no current titles adequately address their needs.

B. Broadbanding/Consolidation of Existing Titles

Agencies may propose combining existing titles at approximately the same salary level, which do similar or related work, into one title. This horizontal combination of titles is called "broadbanding." The vertical combination of two or more titles in a promotion series at different pay levels into one title, often with assignment levels, is called "consolidation."

C. Updating Class Specifications

Agencies may propose updating the class specification for a title if changes in technology, organization structure or mandated certifications require such a change.

II. Procedure

A. Requests for Creating a New Title or Broadbanding/Consolidation of Existing Titles

Agencies seeking to create a new title or to broadband/consolidate existing titles must submit a written request to the Chief Human Capital Officer. This request must explain the reasons for the action sought and must provide the following information about the proposed new or broadbanded/consolidated title:

1. Title name;
 2. Salary or salary range (with justification);
 3. Duties, responsibilities and typical tasks;
 4. Qualification requirements (with justification);
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5. Proposed lines of promotion, if any;
6. Jurisdictional Class - (for a new title) i.e., whether the title will be in the Competitive, Labor, Non-Competitive, or Exempt Class. If the title is proposed to be Exempt or Non-Competitive Class, the submission must include a justification and the desired number of positions;
7. An organization chart showing the reporting structure of the new title; and
8. Cost-benefit analysis, where appropriate.

If the proposed new title is to be Non-Competitive or Exempt, it will be assigned a temporary title code number to be used until the formal classification procedure is complete. This involves holding a public hearing and receiving approval by the Mayor and the State Civil Service Commission.

B. Requests to Update Titles

Agencies seeking to change the class specification for a title should first check with C&C to obtain the latest class specification or Notice of Examination, if more recent. Updated title information is available at any time online on Title Specifications Online. If changes are required, the agency must send a letter to the Chief Human Capital Officer describing the necessary changes and the reason(s) for these changes.

C. Distribution of Revised Classification Information

C&C will periodically distribute Title Routings, Class Specification Routings and Classification Directory and Index Amendment Transmittals to agency personnel officers. All payroll computer system title tables will also be updated with the latest classification information.

D. Title Specifications Online (TSOL)

Class specifications and salary information for classified Competitive Class and Non-Competitive titles can be viewed by appropriate staff of NYC agencies on the DCAS Intranet at the Title Specifications Online site at: <http://dcascitynet.dcas.nycnet/TitleSpecs/home.aspx>. Salaries for union represented titles are listed in the pay authorizations for the collective bargaining unit (CBU). Salaries for titles that are not eligible for collective bargaining can be found in the Original Jurisdiction Salary Schedule. Additional information on these titles is available by contacting C&C.

Titles pending classification (i.e., titles with temporary title code numbers – those with a leading “0”) are not included in TSOL. Although specifications for titles pending classification are not available online, salaries for those titles may be found in pay authorizations.

Edna Wells Handy
Commissioner