

To: State Executive Branch Board of Directors  
State Executive Branch Local Presidents

From: Ross Hanna, Director of Contract Administration

Date: April 21, 2015

Subject: New York State Consolidation of Clerical Titles - Follow-up

---

This is a follow-up to the memo from me dated December 12, 2014 regarding the State's plan to consolidate several clerical titles.

The State has set Thursday May 7th (the beginning of Pay Period # 4 for the Administrative Payroll), as the effective date of the consolidation of titles at the first (entry), the second and third levels.

A new clerical series known as the "Office Assistant Series" will be created.

A new title, "Stores & Mail Operations Supervisor", will also be created at the Grade 14 level.

Please review the attached list of current and new titles as well as the Frequently Asked Questions (FAQ's).

Affected CSEA represented workers will be receiving official notification during this week in order to provide a two-week notice.

Please continue to direct questions and concerns to either Guy Dugas or Don Kelly in my Office.

RDH:tc

cc: Statewide Officers  
Regional Directors  
DDCA's  
LRS Staff  
CAS Staff  
Research Staff