



Department of
Civil Service

INTEROFFICE

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TO: Civil Service Commission

FROM: Abner JeanPierre, Director of Classification & Compensation
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SUBJECT: Placement of select transitional titles in the non-competitive class

DATE: January 12, 2024

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Background:

Governor Hochul has taken several steps to address the migrant crisis, including identifying more than 18,000 job openings with hundreds of employers who are willing to hire migrants and asylum seekers with legal work status in the United States. The Governor is also looking for State agencies to participate in this effort. Agencies have identified approximately 4,000 positions, many in hard-to-recruit, entry level titles that can potentially be filled by these individuals and others.

Agencies, however, have identified several barriers to employing such individuals. First, many migrants and asylum seekers are unable to verify their educational attainment such as high school completion or equivalent education, which is required for some of these positions. Second, some have limited English proficiency. Lastly, even if they have successful experience performing the work to be done, it may be difficult for agencies to verify previous employment outside the United States. Despite these obstacles, these individuals are able to perform many of the core duties of the positions that State agencies seek to fill.

Proposed Solution

To help State agencies address the employment barriers faced by migrants and asylum seekers, the Division of Classification & Compensation will create positions in “transitional” titles with requirements more in line with the candidates’ qualifications but still allow them to successfully perform the duties of the positions. Appointments to such positions would be temporary; during that time, these individuals would obtain the required credentials for the “target” titles. Once they obtain the required qualifications, are reachable on appropriate eligible lists if exams are required, and if their work performance has been satisfactory, agencies may appoint them to the target titles.

The vacant positions that agencies seek to fill are mostly in the labor and non-competitive classes. They fall into the following categories: clerical/administrative support, engineering support, equipment service and repair, facilities operations, food service, and human services. The Division of Classification & Compensation will create seven titles as described below to cover the duties of these roles.

1. Direct Support Aide, NS (G-6)

Incumbents will work closely with an experienced Direct Support Assistant, Grade 9, at all times. They will assist in the provision of person-centered services and supports to individuals with intellectual and developmental disabilities; assist such individuals with daily living skills and habits; take care of their personal needs; and ensure a comfortable home environment for such individuals. Specific duties include assisting in observing and documents individuals' behavior and responses to programs, support services, and treatments; helping reinforce social skills and acceptable means of dissipating frustration or anger and resolving conflicts; acting as a role model for positive behavior; assisting in performing personal care and hygiene tasks, routine housekeeping, and minor maintenance tasks; and monitoring and maintaining household supplies and inventories.

The minimum qualifications are demonstrated ability to perform assigned tasks and follow instructions.

The duties of the positions are similar to those of Direct Support Assistant, Grade 9, which is in the competitive class. The Office for People with Developmental Disabilities has been authorized to fill such positions non-competitively under the Hiring for Emergency Limited Placement initiative.

2. Engineering Support Aide, NS (G-5)

Incumbents will assist in conducting field surveys by setting targets, chaining distances, and recording field data; aiding in conducting construction inspections by performing simple on-site and laboratory tests, making calculations, and conducting simple inspections; and helping in research projects by gathering and compiling field data and extracting information from records.

The minimum qualifications are demonstrated ability to perform assigned tasks and follow instructions.

The duties of the positions are similar to those of Engineering Aide, Grade 5, which is in the competitive class. That title is included in the proposed New York Hiring for Emergency Limited Placement Statewide initiative.

3. Facilities Operations Aide 1, NS (G-5)

Incumbents will perform a variety of custodial, building, and grounds maintenance duties related to the operation and maintenance of buildings, grounds, and vehicles and equipment used in maintaining the sites. Duties entail cleaning buildings and restocking supplies; setting up and breaking down furniture and equipment for various events; performing routine maintenance and repair of buildings, facilities, and surrounding grounds; performing general maintenance activities such as collecting and disposing of trash, mowing lawns, and removing snow by shovel or powered equipment; washing and folding laundry; and changing linens and making beds.

The minimum qualifications are demonstrated ability to perform assigned tasks and follow instructions.

The duties of the positions are similar to those of Cleaner, Grade 5, labor class; and Facilities Operations Assistant 1, Grade 6, non-competitive class.

4. Facilities Operations Aide 2, NS (G-7)

Incumbents will use hand and power tools to assist in performing semiskilled installation, maintenance, and repair activities in the automotive, carpentry, electrical, masonry, painting, plumbing, roofing, and steam fitting trades. Duties include operating machine tools to manufacture metal items; assisting in repairing and maintaining automotive and mechanical equipment by adjusting and replacing various components; assisting in repairing doors, windows, and furniture; and helping operate and maintain heating and hot water equipment.

The minimum qualifications are demonstrated ability to perform assigned tasks and follow instructions.

The duties of the positions are similar to those of Maintenance Assistant, Grade 9, which is in the non-competitive class.

5. Food Service Aide, NS (G-5)

Incumbents will assist in various activities related to food preparation and service. Duties include cleaning fruits, vegetables, and other items before cooking and serving; cooking simple grill-type foods; making toast, coffee, tea, and salads; serving food in proper portions to individuals; washing cooking utensils by hand and machine; cleaning storage, food preparation, kitchen, and dining areas including floors, ceilings, and walls using mops, scrub brushes, and other equipment; unloading delivery trucks and properly storing items; and recording number of meals served and doing inventory of supplies.

The minimum qualifications are demonstrated ability to perform assigned tasks and follow instructions.

The duties of the positions are similar to those of Food Service Worker 1, Grade 5, which is in the labor class.

6. Office Aide, NS (G-5)

Incumbents will assist in performing various clerical and administrative activities to support the efficient operation of an office. Specific duties include answering telephones and responding to questions from and providing information to various parties regarding agency activities; operating various communication systems such as telephones and computers; entering and retrieving information from computerized systems; typing, proofreading, reviewing, and correcting documents; delivering mail, and supplies; processing outgoing mail by inserting letters into envelopes and applying correct postage; and receiving, storing, and distributing goods received.

The minimum qualifications are demonstrated ability to perform assigned tasks and follow instructions.

The duties of the positions are similar to those of Office Assistant 1, Grade 6, and Office Assistant 1 (Mail/Stores), which are in the competitive class. These titles are included in the proposed New York Hiring for Emergency Limited Placement Statewide initiative.

7. Service & Repair Aide, NS (G-7)

Incumbents will assist in performing routine inspections and servicing various types of equipment. Duties entail performing routine tasks in the inspection, repair, and maintenance of automotive equipment and other machinery; inspecting vehicles and equipment following preventive maintenance schedules to ensure safe and trouble-free performance; performing preventive maintenance, minor engine repairs, and tune-ups according to manufacturer's specifications; assisting in the installation of heating, cooling, and ventilation (HVAC) units; and performing seasonal start-ups and shut-downs of HVAC systems to ensure efficient and maintenance free operation.

The minimum qualifications are demonstrated ability to perform assigned tasks and follow instructions.

The duties of the positions are similar to those of Service and Repair Assistant (various parenthetics), Grade 9, which is in the non-competitive class.

Requested Action

The Division of Classification and Compensation requests that the Civil Service Commission place these titles in the non-competitive class with unlimited numbers. Positions in these titles will not serve in a confidential capacity or influence policy. Accordingly, a phi designation is inappropriate.

The Staffing Services Division has reviewed the duties and minimum requirements of the titles and supports placing these titles in the non-competitive class. The temporary nature of appointments in these titles makes competitive examination not practicable nor a good use of the Department's limited examination resources. Placing the titles in the non-competitive class also aligns with the Department's proposed New York Hiring for Emergency Limited Placement Statewide initiative, which would place positions in titles filled through open competitive examinations in the non-competitive class. The competitive titles to which some of these transitional titles would lead to are proposed to be included in the Hiring for Emergency Limited Placement Statewide program.

The creation of these transitional titles is a win-win way for the State and its agencies to connect qualified and motivated individuals with meaningful jobs and opportunity; help solve the migrant crisis; and rebuild the State workforce.