

## CC-2 APPLICATION FOR CHANGE IN TITLE OR SALARY

<p>TITLE:</p> <p>SALARY:</p> <p>FILES:            TECHNICAL SECTION:</p> <p>CC-DATED:            CONTROL NO:</p> <p>BUDGET ACTION:</p> <p>SUBSEQUENT ACTION:</p>	<p>This form is used for requesting changes in present job titles, salary upgrades, or both. Follow instructions carefully and answer all questions. <b>IMPROPERLY PREPARED FORMS WILL BE RETURNED FOR REVISION.</b> Attach additional sheets as needed. Submit <b>ORIGINAL COPY ONLY</b> to:</p> <p style="text-align: center;">New York State Department of Civil Service Classification and Compensation Division The W. Averell Harriman State Office Building Campus Albany, New York 12239</p>		
<p>1. Last Name: First Name: Initial:</p>	<p>2. Incumbent</p> <p><input type="checkbox"/> Permanent</p> <p><input type="checkbox"/> Provisional</p> <p><input type="checkbox"/> Temporary</p>	<p>3. Item No Present            New (If applicable)</p>	
<p>4. Department/Agency/Institution State University Of New York</p>	<p>4a. Dept. Code 28____</p>	<p>5. Division/Bureau Present: Requested:</p>	<p>6. Loc. Code Present: Requested:</p>
<p>7. Section/Unit Present: Requested:</p>	<p>8. Work Address: Present: Requested:</p>		
<p>9. Present Title and Salary Grade</p>	<p>Title Code</p>	<p>Jur. Cl</p>	<p>Neg Unit</p>
<p>10. Requested Title and Salary Grade</p>	<p>Title Code</p>	<p>Jur. Cl*</p>	<p>Neg Unit**</p>
<p>* A position is in the competitive jurisdictional class unless the Civil Service Commission rules otherwise. Requests for additions or other changes to the exempt, non-competitive or labor jurisdictional classes must be submitted, in detail, to the Civil Service Commission.</p> <p>** Negotiating unit requests for new titles or managerial/confidential designation of individual positions in titles assigned to a unit must be justified on a separate sheet.</p>			
<p>11. For new titles, list suggested Occupational Requirements (education, experience, licenses and required knowledge, skill and abilities) on a <b>separate sheet</b>.</p>			
<p>12. Name and official title and grade of the immediate supervisor (person directly in charge who assigns work to the position and approves it upon completion).</p>			
<p>13. Supervision over others. Give the following information about each position over which the incumbent exercises direct supervision. Attach additional sheets if needed. <b>ALSO ATTACH AN ORGANIZATIONAL CHART showing the position in relation to other positions and units.</b></p>			
<p>Position Title and Grade</p>	<p>Item No.</p>	<p>Name of Incumbent</p>	<p>Section/Unit</p>

14. SUMMARY STATEMENT of purpose, functions and responsibilities of position.

15. DESCRIPTION OF ACTIVITIES AND TASKS: List the major activities performed. Estimate the percentage of total time spent on each activity. Under each activity describe the typical tasks. Be specific. Use short statements beginning with active verbs. Indicate WHAT is done, To whom or to what, HOW, and for what PURPOSE. Indicate frequency (daily, weekly, etc) of each task.

Percent of Total Time	Frequency	Activity
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

16. How long have the activities and tasks been substantially as stated in question 15?      years      months.

17. Give specific reasons for believing that the requested title and/or salary grade is more appropriate and list other specific positions or titles with which the position should be compared.

DATE:                      TITLE:                      SIGNATURE: \_\_\_\_\_