March 12, 2009

To: CUNY Employees in Higher Education Officer and College Laboratory Technician Titles, and Selected Campus Executives

From: Gloriana Waters, Vice Chancellor for Human Resources Management

Re: Job Titles and CUNYfirst

As many of you know, plans for implementing the Human Resources modules of CUNYfirst are progressing rapidly.

In order to take full advantage of the functionality of CUNYfirst, my office has been developing improvements to our system of job titles, and with the implementation of CUNYfirst Human Capital Management and Talent Acquisition Management modules, we will begin to implement this new design. I wanted to take this opportunity to explain these upcoming changes to you.

What Will Change?

The table on the last page summarizes aspects of our current and new title systems. The most important feature is that we are replacing CUNY Functional Titles with new, standardized Job Title Names. This will mostly impact employees in the HEO series.

Currently, CUNY has over 5,000 functional job titles. Standardizing and reducing the number of titles will allow us to better manage and support our employees and provide the best match of positions to a job candidate’s specific skills and qualifications.

What Will This Mean?

Your Contract Title (such as Higher Education Associate) will not change. Neither will your pay, salary step, status as a covered or excluded employee in the collective bargaining unit, day-to-day responsibilities, or other conditions of employment.

When CUNYfirst goes “live,” your position (and if you are a manager, those of your employees) will be assigned a CUNYfirst Job Title based on available information. While your job history will reflect prior functional titles, your current position (and some positions from which you are on permanent leave) will have a new Job Title name and code.

As a result of reviewing job titles and assignments, we may adjust the Fair Labor Standards Act status of some positions. You will be notified if an adjustment is made to your job title.

Each College will thoroughly review Job Title assignments, make adjustments, and certify the results prior to the fall 2009 semester. As a result, your Job Title assignment may be adjusted and you will
be notified. If you believe the job title assignment for your position is not accurate, you should contact your Manager and/or Human Resources Director. In exceptional cases where no title appears to fit the job responsibilities, a review by Central Office is required to determine whether CUNY should create a new title.

**Why Make This Change?**

By reducing functional titles, and using standardized position descriptions, managers should find the recruiting process is streamlined. It should be easier to find the right job for the department’s needs. There will be fewer review steps and less time should be needed to post a vacant position.

Job candidates, internal and external, should be better able to identify and compare career opportunities, and a standard set of titles should make it easier to find our vacancies on job boards and search engines.

Employees should have a clearer sense of how their position fits into the range of HEO titles.

Over time, we hope to utilize the new title system to help create employee training and career development plans targeted to employees with similar job functions.

**What Happens Next?**

Your College Human Resources department will notify your manager of your CUNYfirst Job Title, and introduce job templates to help your manager review and adjust title assignments.

If you have questions concerning these changes, or your own Job Title and FLSA assignment, contact your College Human Resources department.

In closing, a good number of you have been, and continue to be, directly involved in the planning, design, and implementation of CUNYfirst. We appreciate your contributions and recognize your efforts are critical to our long-term success.

I am looking forward to the many opportunities our new system will provide and thank you for your participation.
## Summary of CUNYfirst Title Changes

<table>
<thead>
<tr>
<th>Feature</th>
<th>Current Approach</th>
<th>CUNYfirst Approach</th>
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<tbody>
<tr>
<td><strong>Title and Functional Title – HEOs</strong></td>
<td>Each HEO series position is assigned a contract title and a functional title. The title “Admissions Coordinator” can be used with any HEO or ECP title.</td>
<td>Each HEO series position is assigned a single Job Title combining Contract and Functional Titles. Admissions Coordinator will always refer to an Assistant to HEO position. Other HEO series titles in Admissions will have unique Job Title names.</td>
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<td><strong>Title and Functional Title – CLT series employees</strong></td>
<td>CLT employees are assigned a single contract title.</td>
<td>CLT positions are assigned a single Job Title with some CLT positions having separate Job Titles. College Laboratory Technician College Laboratory Technician – Library College Laboratory Technician – IT</td>
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<td><strong>FLSA status (Fair Labor Standards Act)</strong></td>
<td>Positions are assigned an FLSA status individually when a vacancy is posted. Financial Aid Loan Specialist, College A: Exempt Financial Aid Loan Specialist, College B: Non-Exempt</td>
<td>FLSA status is assigned to Job Title. Financial Aid Loan Specialist at all Colleges: Non-Exempt</td>
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<td><strong>Number of Titles and Functional Titles</strong></td>
<td>Over 5,500 functional titles; few standards for which titles are used or how they are assigned.</td>
<td>About 400 HEO Job Titles, organized by Job Family (such as Admissions); use of job titles is standardized.</td>
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<td><strong>Features of Titles and Functional Titles</strong></td>
<td>Difficult to locate the best title and classification for a given job. Many CUPS functional titles do not accurately describe job functions.</td>
<td>With standard names and job description templates, managers and HR can more easily locate the most appropriate Job Title.</td>
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<td><strong>Position Vacancy Notices (PVN)</strong></td>
<td>Each college writes unique Position Vacancy Notices and each is individually reviewed and approved.</td>
<td>For the most part, there are University-wide, standardized job templates reflecting standard classifications.</td>
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<td><strong>Job Descriptions</strong></td>
<td>Colleges develop individual job descriptions for employees.</td>
<td>Colleges continue to develop individual job descriptions consistent with the standardized job template.</td>
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