



NEW YORK STATE
Unified Court System

OFFICE OF COURT ADMINISTRATION

LAWRENCE K. MARKS
CHIEF ADMINISTRATIVE JUDGE

RONALD P. YOUNKINS, ESQ.
EXECUTIVE DIRECTOR

MEMORANDUM

December 8, 2016

To: District Executives
New York City Chief Clerks

From: Ronald Younkings *RY*

Subject: Classification Plan for Nonjudicial Employees

Last December, we advised of our plans to re-start the comprehensive review of the Unified Court System's Classification Plan for Nonjudicial Employees to ensure that our title structure reflects changes to the nature of the work performed by nonjudicial employees and, where possible, to streamline the title structure in each series. We are writing to update you on the status of that review.

As you know, we initially re-visited the Security Series, largely because we had just completed an in-depth job analysis in support of changes to the candidate screening procedures for the NYS Court Officer Trainee title. As a result of that review, in October we implemented changes for titles with the rank of Officer and Sergeant.

We then turned to a review of the Court Clerical Series and the Legal Series.

With respect to the Court Clerical Series, a key component of the review is an analysis of how the work of court clerks has changed. We are also examining the issues of recruitment and retention. In addition, we are reviewing higher level Court Clerical titles to determine if broad-banding (combining) titles advances our goals of simplifying the classification structure and improving promotional opportunities. This is one of the reasons why we have determined to extend the lists for the Associate and Principal promotional titles for two years as we determine whether exams for both titles will be required.

A key focus of the review of the Legal Series has been on simplification of this very complex series. Among the specific issues we are examining are variations between different legal titles with respect to such issues as how legal experience inside and outside of the court system is credited.

Classification review is complicated and involves significant study. In addition to decisions about changes in classification, it is necessary to develop an implementation plan, which would

include, in part, revision of the existing title standards, review of individual personnel records, an assessment of relevant provisions in collective bargaining agreements, a review of policies and protocols, and updating of training programs and operational adjustments in the courts. We expect to advise you about decisions on any classification changes to the Court Clerical and Legal Series early in the next fiscal year.

In addition to the review of the Court Clerical and Legal Series, we are also continuing to look at other specific titles, as necessary, to address recruitment and operational concerns. For example, we are currently studying the desirability of introducing trainee titles to promote recruitment into the court interpreting and court reporting professions.

As in the past, we will be seeking input from you and your court managers as we consider these important issues.

c: Hon. Lawrence K. Marks
Hon Fern A. Fisher
Hon Michael V. Coccoma
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New York City County Clerks
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