OHRM Issues New Personnel Orders for Classified Titles

One of OHRM's responsibilities is to regularly review the University's existing classified titles and job specifications to make sure they're up-to-date, are assigned appropriate and current responsibilities, and require appropriate qualifications. Our review often involves discussions with campus and University executives and includes sharing the proposed changes with the union representing the classified title. In addition, the Vice Chancellor has the responsibility to create new classified titles and abolish old titles as appropriate. Whenever OHRM creates, revises and/or abolishes classified titles and job specifications, a "Personnel Order" is approved by the Vice Chancellor and promulgated to the campuses.

OHRM has issued the following five Personnel Orders thus far in 2013:

PO 2013-01: Created hourly versions of **Nurse Practitioner Level 1 and 2**.

PO 2013-02: Clarified earlier Personnel Orders that created hourly versions of **Administrative Superintendents of Buildings and Grounds**.

PO 2013-03: Created the new classified title **Software Developer – PeopleSoft**. This full-time and hourly title was specifically created for new vacancies.

PO 2013-04: Created hourly versions of **Computer Systems Manager, Levels 1 - 8**. Previously, only Computer Systems Manager, Level 1 had an hourly version.

PO 2013-05: Revised the **Project Manager** job specification duties and qualifications to be up-to-date. The title's pay ranges and levels were not affected.

CUNY HR Professionals and administrators can review these Personnel Orders in their entirety by logging onto the HR Professional page on OHRM's website: http://www.cuny.edu/about/administration/offices/ohrm/todaybox.html.