
IMPLEMENTATION OF DISCRETIONARY MOVES WITHIN THE GITTLESON TITLES

ESTABLISHING THE PROMOTIONAL POSITIONS

Department Heads must survey the Gittleson positions in their respective offices and to the extent they feel that one or more positions are sufficiently demanding to be considered for upgrading, "Factors of the Position Form(s)" must be submitted to the Personnel Director. A detailed job description and an organization chart of the department must be attached to each "Factors of the Position Form."

The Personnel Director will review all submissions for completion and will submit them to the Screening Committee with her recommendations. In the event that the Personnel Director has any reason to believe that a position that meets the criteria for upgrading is not submitted by the Department Head, the Personnel Director may request the Department Head to initiate action to have the position reclassified. If the Department Head fails to accede to the request, the Personnel Director will prepare the necessary paperwork for the Screening Committee's consideration. All Screening Committee decisions will be conveyed to department heads and Gittleson staff as expeditiously as possible.

FILLING THE POSITION

Posting of positions chosen for upgrading will not be required if filled by qualified incumbents whose promotions are endorsed by their respective Department Heads. The promotional appointments will not be made unless the position has been duly established by the Screening Committee, all approvals have been secured and the candidates' paperwork have been completed and certified by the University.

If the upgraded position is vacant, the college may opt to post the position internally (within the college) for 10 days, or university-wide for 30 days, prior to filling the position.

APPLICATIONS FOR VACANT POSITIONS

Applicants for posted positions will submit the "Characteristics of the Candidate Form" to the Personnel Director. Candidates may attach current resumes, list of accomplishments, awards or certifications to the form. The Personnel Director will review all forms and documents submitted to assure that candidates meet minimum requirements. The Personnel Director will submit pertinent employment records and completed forms/submissions for the Department Head's review. Unless fewer than three minimally qualified-employees submit applications, the Department Head must interview no fewer than three candidates in order to make a selection.

EMPLOYEE SELECTION

The Department Head will submit his/her recommendation to the Personnel Director who will then submit all the required documentation to the Affirmative Action Officer for endorsement, to the Screening Committee for approval and to the University for final processing.

APPOINTMENTS

Letters of appointment will be sent to the successful candidates and rejection letters will be sent to those not chosen. Appropriate entries will be made in PMS and CUPS.

MINIMUM ELIGIBILITY REOUIREMENTS

CUNY Administrative Assistant, Level 2 - Must be a CUNY Administrative Assistant, Level IB. Lateral move is permissible.

CUNY Administrative Assistant, Level -1A - Promotions to this position are made from a civil service eligible list.

CUNY Office Assistant, Level 4 - Must be a permanent CUNY Office Assistant, Level3. Lateral move is permissible.

If you have any questions, please do not hesitate to call me at X6655. Thank you.