



memo:

TO: PEF Executive Board Members
Statewide Labor/Management Chairs
Council Leaders

FROM: Hector Millan, Director of Civil Service Enforcement/Research Department *HM*

DATE: October 9, 2014

RE: APT *Metrics* Job Analysis Study

Many of our members have expressed questions and concerns regarding the online survey being conducted by the Department of Civil Service through the consulting firm, APT *Metrics*. We have confirmed with the Department of Civil Service that the purpose of this study is to collect data on the common tasks performed by employees in over 1,300 competitive class job titles in salary grades 20 (and M1) and above. The data collected from the study will be used in the development of future exams for titles included in the study.

In response to inquiries from some of our members as to whether or not their input was optional, we posed this question to the Department of Civil Service. The Department of Civil Service confirmed that while participation is optional, if our members opt not to participate, their input will not be considered in establishing a valid representation of the tasks and objectives performed in their titles, which is important as subsequent decisions are made concerning future exam planning.

There is a FAQ link on the <https://www.jobmetrics.com/NYSDCS> website page that our members can explore which may provide answers to many of their questions.

If you have any questions, you should first contact your agency Human Resources Office. If your agency is unable to answer your questions, you can then contact the PEF Civil Service Enforcement/Research Department so we can request clarification from Civil Service.

cc: Field Services Staff