

City of New York Compensation Primer for Managerial and OJ Employees

Welcome to New York City Government!

This guide is designed to help managerial and original jurisdiction (OJ) employees understand salary and benefits, and the advantages of working for New York City government.

New York City's Civil Service System

For more than a century, New York State has required that public employees be selected for jobs based on individual merit and fitness, as determined by examination (which should be competitive, if practicable). The concept of merit and fitness was implemented in the late 1880s to ensure that positions in government were not based on an individual's political affiliation, but rather on a system where candidates would be tested based on their ability to perform the duties of the position. Many municipalities have their own civil service commissions to administer the testing and appointment of public employees. New York City's municipal civil service commission is the Department of Citywide Administrative Services (DCAS). DCAS administers the classified service, which includes most public employees. Certain public employees are not part of the classified service, including school teachers and principals, elected officials, employees of the Board of Elections, and employees of some agencies known as public benefit corporations.

Positions in the classified service are divided into four classes: competitive; non-competitive; exempt; and labor class.

The table below describes the City's title structure by class.

Title Classes	Description
Competitive class	Positions in which there are minimum qualifications set by DCAS, and for which DCAS has determined it is practicable to administer a competitive examination. Example: clerical associate
	Civil Service Status <ul style="list-style-type: none">• Permanent - Employee took and passed a civil service examination, was appointed from a civil service list, and completed their probation.• Provisional - Agencies generally hire provisional employees when there is no viable list to fill their vacancies. Civil service law permits agencies to hire provisionally for up to nine months and/or until an eligible list is established. Provisional employees are encouraged to take civil service exams to become permanent.

Title Classes	Description
<p>Competitive class</p>	<p>Probationary Term</p> <p>Every appointment or promotion to a permanent position in the competitive class has a probationary period of one year, unless otherwise set forth in the terms and conditions of the certification for appointment or promotion as determined by the commissioner of DCAS.</p> <p>Provisional employees do not serve a probationary term and do not gain permanent status while serving provisionally.</p>
<p>Non-competitive class</p>	<p>Positions in which there are minimum qualifications set by DCAS, but the hiring agency evaluates the qualifications of candidates because a determination has been made that it is impracticable to test competitively for the position.</p> <p>Example: agency attorney</p>
	<p>Civil Service Status</p> <p>Non-competitive</p>
	<p>Probationary Term</p> <p>Every original appointment to a position in the non-competitive class has a probationary period of six months, unless otherwise set forth in the terms and conditions of the certification for appointment or promotion as determined by the commissioner of DCAS, or in the applicable Collective Bargaining Agreement.</p> <p>Passing a probationary period in the non-competitive class does not grant permanent civil service status.</p>
<p>Exempt class</p>	<p>Positions in which the appointing agency (not DCAS) sets the minimum qualifications and conducts the evaluation of merit and fitness. Employees in these positions typically have a confidential reporting relationship with the agency head.</p> <p>Example: deputy commissioner</p>
	<p>Civil Service Status</p> <p>Exempt</p>

Title Classes	Description
<p>Exempt class</p>	<p>Probationary Term</p> <p>Every original appointment to a position in the exempt class has a probationary period of six months, unless otherwise set forth in the terms and conditions of the certification for appointment or promotion as determined by the commissioner of DCAS.</p> <p>Passing a probationary period in the exempt class does not grant permanent civil service status.</p>
<p>Labor class</p>	<p>Positions for which there are no minimum qualification requirements, and no exams are administered. Evaluation of merit and fitness is conducted by the appointing agency.</p> <p>Example: city laborer</p>
	<p>Civil Service Status</p> <p>Labor</p>
	<p>Probationary Term</p> <p>Every appointment or promotion to a position in the labor class has a probationary period of one year, unless otherwise set forth in the terms and conditions of the certification for appointment or promotion as determined by the commissioner of DCAS.</p>

Note: Employees can confirm their civil service status by contacting their HR department or by referring to their appointment letter.

New York City also offers the **55-a Program**, which allows the City to appoint qualified persons with a certified mental or physical disability to competitive class positions without taking a civil service examination. A person hired under 55-a is considered *non-competitive serving in a competitive title*. To learn more about NYC’s 55-a Program, please contact your agency’s HR department or visit the [DCAS website](#).

How Can I Find More Information Pertaining to My Civil Service Title?

Employees can find information related to their civil service title in various ways, such as:

1. Contacting their HR department.
2. Signing into [Employee Self Service \(ESS\)](#), and checking under Personal Details.
3. At some agencies, it may also be reflected on your work identification.

You can research more information about your title and/or other civil service titles on [Title Specification Online \(TSOL\)](#). TSOL can be accessed on any computer in the City's network. TSOL houses information related to title codes, title specifications, collective bargaining units (CBUs), pay and other terms of employment.



NYC Citywide Administrative Services | Title Specifications Online

HOME PAGE | TITLE SEARCH | SALARY SEARCH | INSTRUCTIONS | GLOSSARY | FAQ | CONTACT INFO

Title Specifications Home Page

Home Page

[Search for Title Information](#)
[Search for Salary Information by CBU](#)
[Instructions](#)
[Glossary of Terms Used in Title Specifications and Pay Authorizations](#)
[Frequently Asked Questions](#)
[Contact Information](#)
[Site Map](#)
[Administration Login](#) (security access required)

Please note that the information provided on this website should not be interpreted as superseding Collective Bargaining Agreements or any other official documents of the City of New York.



Home | Title Search | Salary Search | Instructions | Glossary | FAQ | Contact Info | Site Map

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Now that you have a better understanding of your title within your agency, let's look at how compensation is set for managerial and original jurisdiction titles!

What Are Managerial and Original Jurisdiction (OJ) Titles?

Managerial titles are classified as positions where the duties and responsibilities are policy influencing and require a high level of independence of action and a large degree of latitude for judgment and decision making.

Original jurisdiction titles are non-managerial, non-unionized titles whose salaries are not covered by collective bargaining.

Unionized Formerly Managerial Positions

Employees who are serving in a unionized, formerly managerial assignment level should refer to the *City of New York Compensation Primer for Non-Managerial Employees* to find out how their pay and benefits are determined.

Unions have obtained representation rights to certain assignment levels of titles within the managerial service. Positions in these assignment levels are no longer considered managerial. Once represented, salaries and benefits for these assignment levels are determined by collective bargaining; unionized assignment levels are no longer paid according to the *Pay Plan for Management Employees (PPME)* and employees in these assignment levels also do not receive managerial benefits.

Pay Plan for Management Employees

The *Pay Plan for Management Employees (PPME)* consists of eight managerial assignment levels, with specific salary ranges for each level. The managerial assignment level in which an employee is placed is determined by their agency contingent upon the scope of their duties and responsibilities. PPME salary ranges are set by the mayor and executed through Mayoral Personnel Orders (MPOs).

Below is the 2024 PPME Pay Schedule:

Assignment Level	New Hire Minimum* 5/24/2024	Incumbent Minimum 5/24/2024	Maximum 5/24/2024
I	\$66,066	\$71,246	\$181,807
II	\$73,068	\$78,797	\$195,261
III	\$81,083	\$87,440	\$216,270
IV	\$91,090	\$98,231	\$235,036
V	\$100,102	\$107,950	\$251,845
VI	\$110,111	\$118,744	\$261,089
VII	\$120,122	\$129,540	\$271,736
VIII	\$131,130	\$141,411	\$283,814

* Employees hired into City service on or after the above effective dates shall receive no less than the “New Hire Minimum” for the applicable pay level. Upon completion of two (2) years of service such employees shall be paid no less than the indicated “Incumbent Minimum” for the applicable pay level that is in effect on the two-year anniversary of their original date of appointment.

Original Jurisdiction (OJ)

OJ titles are neither represented by a union, nor are they managerial. Their salary ranges and terms and conditions of employment are set by the mayor and executed by way of Mayoral Personnel Orders (MPOs). Below is a snippet of a recent OJ Salary Table:

ORIGINAL JURISDICTION TITLES
2021-2025 SALARY RANGES
 5/24/2021 INCREASE = 3.0% (MIN & MAX), 5/24/2022 INCREASE = 3.0% (MIN & MAX), 5/24/2023 = 3.0% (MIN & MAX), 5/24/2024 = 3.0% (MIN & MAX), 5/24/2025 = 3.25% (MIN & MAX)
 NEW HIRE MINIMUM SALARY SET 7.84% BELOW the INCUMBENT MINIMUM

Title Code	Title Name	Assignment Level	Min 05/23/2021	Max 05/23/2021	New Hire 5/24/2021	Min 05/24/2021	Max 05/24/2021	New Hire 5/24/2022
12842	Secretarial Assistant (Office of the Mayor)	-	\$47,343	\$98,452	\$45,218	\$48,763	\$101,406	\$46,575
12827	Secretary (NYC Commission to the United Nations)	-	\$52,791	\$61,595	\$50,422	\$54,375	\$63,443	\$51,934
12862	Secretary of Commissioner	-	\$55,612	\$100,000	\$53,116	\$57,280	\$103,000	\$54,709
12798	Secretary to Commissioner (Youth Services)	-	\$64,829	\$100,000	\$61,920	\$66,774	\$103,000	\$63,777
12799	Secretary to Conflicts of Interest Board	-	\$48,440	\$68,772	\$46,266	\$49,893	\$70,835	\$47,654
12902	Secretary to Deputy City Administrator	-	\$48,539	\$83,535	\$46,360	\$49,995	\$86,041	\$47,751
95350	Secretary to Deputy Commissioner (Finance)	-	\$50,562	\$80,765	\$48,293	\$52,079	\$83,188	\$49,741
95999	Secretary to Deputy Commissioner (Transportation)	-	\$50,562	\$66,512	\$48,293	\$52,079	\$68,507	\$49,741
12891	Secretary to the Board of Correction	-	\$55,434	\$55,434	\$52,946	\$57,097	\$57,097	\$54,534
95888	Secretary to the Chair (Landmarks Preservation Commission)	-	\$68,772	FLAT	\$65,685	\$70,835	FLAT	\$67,656
12871	Secretary to the Chairman (Taxi and Limousine Commission)	-	\$48,539	\$67,763	\$46,360	\$49,995	\$69,796	\$47,751
95038	Secretary to the Chief Actuary	-	\$54,364	\$89,425	\$51,924	\$55,995	\$92,108	\$53,482
95012	Secretary to the Commissioner (Cultural Affairs)	-	\$62,211	FLAT	\$59,419	\$64,077	FLAT	\$61,201
12846	Secretary to the Commissioner of Buildings	-	\$52,791	\$69,179	\$50,422	\$54,375	\$71,254	\$51,934
12875	Secretary to the Commissioner of Correction	-	\$68,972	\$93,063	\$65,876	\$71,041	\$95,855	\$67,852
12913	Secretary to the Commissioner of Labor Relations (OLR)	-	\$62,998	\$86,458	\$60,171	\$64,888	\$89,052	\$61,976
12894	Secretary to the Commissioner of Parks And Recreation	-	\$62,211	FLAT	\$59,419	\$64,077	FLAT	\$61,201
10253	Secretary to the Deputy Chair (OCB)	-	\$44,569	\$89,066	\$42,569	\$45,906	\$91,738	\$43,846
12869	Secretary to the Deputy Commissioner (DBS)	-	\$46,662	\$81,102	\$44,568	\$48,062	\$83,535	\$45,905
95642	Secretary to the Deputy Commissioner (DCAS)	-	\$48,062	\$97,607	\$45,905	\$49,504	\$100,535	\$47,282
95386	Secretary to the Deputy Commissioner (Dept. of Consumer Affairs)	-	\$47,118	\$61,984	\$45,004	\$48,532	\$63,844	\$46,354
95036	Secretary to the Deputy Commissioner (FD)	-	\$48,062	\$83,535	\$45,905	\$49,504	\$86,041	\$47,282
95575	Secretary to the Deputy Commissioner (HPD)	-	\$48,164	\$78,845	\$46,002	\$49,609	\$81,210	\$47,382
12849	Secretary to the Deputy Mayor	-	\$59,454	\$83,535	\$56,786	\$61,238	\$86,041	\$58,489
12834	Secretary to the Director of Franchises	-	\$52,791	\$69,179	\$50,422	\$54,375	\$71,254	\$51,934
12888	Secretary to the Director of Management And Budget	-	\$64,905	\$89,066	\$61,992	\$66,852	\$91,738	\$63,852
51879	Secretary to the Director of Probation	-	\$55,612	\$93,932	\$53,116	\$57,280	\$96,750	\$54,709
95292	Secretary to the Executive Deputy Commissioner (DEP)	-	\$47,741	\$97,607	\$45,598	\$49,173	\$100,535	\$46,966
95592	Secretary to the Executive Director (LPC)	-	\$40,603	\$81,068	\$38,781	\$41,821	\$83,500	\$39,944
12797	Secretary to the Executive Director (Police Pension Fund)	-	\$53,811	\$70,253	\$51,396	\$55,425	\$72,361	\$52,938
12803	Secretary to the Executive Director of Retirement System	-	\$49,329	\$64,650	\$47,115	\$50,809	\$66,590	\$48,528
12896	Secretary to the Fire Commissioner	-	\$68,972	\$93,063	\$65,876	\$71,041	\$95,855	\$67,852
12903	Secretary to the First Deputy City Administrator	-	\$59,454	\$83,535	\$56,786	\$61,238	\$86,041	\$58,489

Note: The pay schedule for PPME and OJ titles, as well as other pay documents and title listings can also be found on [TSOL](#).

Salary and Compensation

How are wage increases determined for Managers and OJ Employees?

The mayor and the Mayor's Office of Management and Budget (OMB) collaborate to arrive at percentage increases which usually mirror the pattern set in union contracts (most often the District Council 37 Agreement).

Monetary Compensation

Base Salary

Each employee receives a base salary, i.e., excluding factors such as overtime.

The City has established a salary range for each managerial assignment level as mentioned above, and for each original jurisdiction title. The ranges are categorized as follows:

- *New Hire Minimum:* The minimum salary which a new hire may receive for their first two years of city service.
- *Incumbent Minimum:* The minimum salary at which an employee with at least two years of continuous city service must be paid.
- *Maximum Rate:* The maximum base salary at which an employee can be paid in a respective title/assignment level/managerial assignment level.

Note: Hiring agencies may have more flexibility in setting salary for managerial and OJ positions than they do for union-represented positions.

Overtime (OT) Pay

Managerial employees do not receive overtime pay. Original jurisdiction employees may receive OT pay which results in additional compensation. OT is paid when an employee works beyond the standard weekly work hours for their title (e.g., 35 hours). The City pays OT in two ways:

1. *Cash:* Money paid in the form of cash, which is directly added to an employee's paycheck for OT worked. This may be subject to a cash overtime cap.
2. *Compensatory time:* OT paid for overtime in the form of time, which is credited to an employee's leave bank for future use. Payment for overtime with compensatory, or comp, time may be limited by provisions in the Federal Fair Labor Standards Act (FLSA) requiring cash compensation.

OT can be classified as straight OT or premium OT:

- *Straight OT:* Overtime paid at the same rate of pay as regular hours. This generally applies to hours worked beyond the standard weekly work hours, but less than 40 hours per week.

- **Premium OT:** Overtime paid at a higher rate of pay than regular hours. This generally applies for hours worked beyond 40 hours per week, which may result in time and a half pay.

Note: Managerial employees do **not** receive OT pay and/or additions to gross. However, they may be afforded *managerial flex-time* by their agency, which they can use without charging their leave balances. Managers can work the required number of hours and days necessary to carry out their duties, but not less than 35-hours and 5-days per week. However, the number of hours worked in a day may be less than seven if the total for the week is at least 35.

The City also provides non-monetary compensation which is factored into an OJ or manager's compensation and benefits:

Non-Monetary Compensation

- **Leave balances:** Accrual rates are set forth in personnel orders and are dependent on years of service and City service start date.
 - Annual leave.
 - Sick leave.
- **Management Benefits Fund:**
 - Dental and optical benefits.
 - Group Universal Life Insurance, at the discretion of the member.
 - Gym membership fee reimbursement.
 - Supplemental medical coverage.
 - More information on the Management Benefits Fund can be found on the [Office of Labor Relations website](#).
- **NYC Health Benefits Program:** Various health plans are offered by the New York City Health Benefits Program to its employees, including plans with \$0 premiums. The [Office of Labor Relations website](#) shares information regarding employee health benefits.
- **Flexible Spending Accounts:** City employees may deposit a portion of their pre-tax income into accounts maintained for certain health and dependent care expenses. Information regarding Flexible Spending Accounts can be found on the [Office of Labor Relations website](#).
- **Paid holidays:** The City offers 13 paid holidays, excluding the floating holiday, for full-time employees.
- **Floating holidays:** Floating holidays are afforded to employees hired on or before July 2004.
- **Paid leave:** The City offers a variety of different leave programs for military leave, parental leave, and family leave for eligible employees. Please consult your agency HR for additional details.
- **Commuter benefits:** City employees are eligible to utilize pre-tax money to pay for commutes and reduce their overall tax burden. This includes fares for buses, subways, railroads, ferries, and paratransit. Information regarding commuter benefits can be found on the [Office of Payroll Administration website](#).

- *Catastrophic sick leave:* The Catastrophic Sick Leave Bank is a pool of sick leave and annual leave voluntarily donated by managers and other employees in titles not eligible for collective bargaining for potential use as sick leave by eligible employees who are also donors to the bank. In addition, some employees may be eligible to voluntarily donate sick and or annual leave for use as sick leave by a seriously ill or injured colleague. For more information about this program, consult your agency HR or [click on this link](#).

Educational Benefits

- Mayor's Graduate Scholarship (MGSP): Provided to eligible employees, to assist with their graduate education. For more information, please visit the [MGSP page](#) on the DCAS website.
- Loan forgiveness: Some City jobs qualify for the Public Service Loan Forgiveness Program. This is a student loan forgiveness program administered by the Federal Government. [Visit the Federal Student Aid website for more information](#).
- The Managerial Employee's Association (MEA) provides a scholarship for post-secondary education. Membership to MEA is voluntary. For more information, please visit the [MEA website](#).

Retirement Benefits

- *Pension benefits:* There are five City retirement systems: New York City Employees' Retirement System (NYCERS), Board of Education Retirement System ([BERS](#)), Teachers' Retirement System (TRS), Police Pension Fund, and Fire Pension Fund. Most City employees are covered by NYCERS. NYCERS is a defined benefit retirement plan. Generally, retirement allowances are based on a member's years of service, age, and final salary. Other kinds of benefits, such as loans, disability and death benefits, are also offered. All benefits are funded by employee and employer contributions, and from earnings on the invested assets of the system. Information about the retirement plan can be found on the [NYCERS website](#).
- *Deferred Compensation Plan:* The New York City Deferred Compensation Plan allows eligible City employees a way to save for their retirement through convenient payroll deductions. The plan is comprised of two programs: a 457 Plan and a 401(k) Plan. More information about the Deferred Compensation Plan can be found on the [Office of Labor Relations website](#).
- *Individual Retirement Accounts (IRAs):* The New York City Employee Individual Retirement Account (NYC IRA) is a tax-favored retirement savings vehicle. It includes both a traditional IRA and a Roth IRA. More information about the NYC IRA can be found on the [Office of Labor Relations website](#).
- *Retiree Health Benefits:* The City offers health benefit plans for both non-Medicare and Medicare eligible retirees. The [Office of Labor Relations website](#) contains information regarding employee health benefits.

Glossary

CBU: Collective Bargaining Unit. Pay Authorization documents available on [Title Specifications Online \(TSOL\)](#) are organized by CBU.

Civil service title: Civil service titles are how different kinds of work are classified in government service. A civil service title performs a particular kind of work, requires specific qualifications to be appointed, and is paid according to a set range. Employees with civil service titles are considered civil servants. Appointment to competitive class titles require taking and passing a civil service exam administered by DCAS.

Classified service: The classification of government jobs into civil service titles. The classified service is divided into four classes: competitive, non-competitive, exempt, and labor.

Occupational group: A group of related competitive class civil service titles.

Office/functional titles: Also known as the *in-house or business title*, an office or functional title is used at an agency's discretion to describe a specific function (e.g., an employee with a civil service title of *principal administrative associate* who functions with the office title of *timekeeper*).

Not all titles or positions are assigned an office/functional title. In some instances (mostly for uniform titles), the civil service title and the office/functional title are identical (e.g., police officer and firefighter).

OJ: Original jurisdiction titles are non-managerial, non-unionized titles whose salaries are not covered by collective bargaining.

OLR: The Office of Labor Relations represents the mayor in the conduct of all labor relations between the City of New York and labor unions representing employees of the City. Additionally, OLR administers the Health Benefits Program, Management Benefits Fund, Employee Assistance Program, Workwell NYC Program, Medicare Part B reimbursement, and Pre-Tax Benefits & Citywide Programs (including the Deferred Compensation Plan and NYCE IRA).

OMB: The Mayor's Office of Management and Budget (OMB) is the City government's chief financial agency.

PPME: Pay Plan for Management Employees.

Salary: Pay rates and other types of monetary compensation are listed on pay authorizations which can be viewed on [TSOL](#). Pay rates are also often listed in collective bargaining agreements. These can be viewed on the [Office of Labor Relations website](#).

Title specifications: Title specifications provide information including the duties and responsibilities of a title, as well as the examples of typical tasks and qualification requirements. Title specifications can be viewed on [TSOL](#).

Unclassified service: The unclassified service is comprised of elective offices and all offices/employees of the City Council. It also includes Commissioners of City agencies, pedagogical positions, and Board of Election positions.

The logo for DCAS (Department of Citywide Administrative Services) features the letters 'DCAS' in a bold, white, sans-serif font. The letters are slightly spaced out and have a clean, modern appearance. The background is a solid dark blue, and the entire logo is centered horizontally.

DCAS

nyc.gov/dcas

The logo for NYC Citywide Administrative Services. It consists of the letters 'NYC' in a large, bold, white, sans-serif font. To the right of 'NYC' is a registered trademark symbol (®). Below 'NYC' and the symbol, the words 'Citywide Administrative Services' are stacked in a smaller, white, sans-serif font. The background is a solid dark blue, and the logo is centered horizontally.

NYC[®] Citywide
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