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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 94 LCM-9

Date: January 31, 1994

Division: Management Support  
and Quality  
Improvement

TO: Local District Commissioners

SUBJECT: Report of District Organization and Operation - Staffing  
Schedule (Form DSS-1023)

ATTACHMENTS: I. Form DSS-1023: Report of District Organization and  
Operation (Not Available On-Line)  
II. Information Sheet (mileage, etc.)  
(Available On-Line)

This is to remind you of requirements contained in Section 300.2 of Department Regulations requiring submission of DSS-1023, Report of District Organization and Operations, and a current organizational chart for the entire agency, as detailed in Section 300.2(b).

In completing the DSS-1023, we ask that you list annual salaries as opposed to hourly rates, and list minimum and maximum salaries for the salary grade to which a particular title is assigned, rather than an employee's current salary. It is also important that the box on the extreme right, labelled "Organizational Assignment," be completed as descriptively as possible, indicating the functional area to which titles are assigned. Rather than including a number of Caseworkers within a generic organizational assignment of "Services," they should be broken down to indicate workers assigned to Adult Services, CPS, Foster Care, etc. As a general rule, organizational assignments should be indicated down to the smallest separate organizational unit within the agency. Finally, please indicate the total number of staff in your agency on the final sheet of the DSS-1023.

The organizational chart which is required should be as complete as possible. Every division or program area should be identified, organizational reporting structures should be outlined, and numbers and titles of staff in each unit or division should be stated.

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As you are aware, one of the ways in which the information you submit is used is to compile the Annual Salary Survey. As we did last year, we hope to provide you with information in addition to salaries which may be helpful to you in comparing your salary structure to that of similar counties. To assist us in this effort, please complete the attached information sheet (Attachment II) and return it with your completed DSS-1023 (Attachment I) and organizational chart.

Department Regulations specify reports must be submitted annually no later than January 31. We urge early submission of the reports. However, salary negotiations are often still underway in a number of districts past this deadline. In order to collect more accurate information on calendar year 1994 salary levels, we have extended the report submission deadline to March 31. Depending upon the status of salary negotiations, some further extension of the submission date may be warranted for individual districts. Please contact us to discuss such an extension. Unduly late submissions, however, only serve to delay completion of the salary survey.

Please send Attachment I (plus an organizational chart) and Attachment II to the Local Agency Unit, Office of Human Resources Management, New York State Department of Social Services, 40 North Pearl Street, Albany, New York 12243.

If you have any questions regarding this information, please feel free to call Gary Martinus on 1-800-342-3715, extension 4-9289.

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Nelson Weinstock  
Deputy Commissioner for Management  
Support and Quality Improvement

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ATTACHMENT II

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County

Information for 1994 Salary Survey:

\_\_\_\_\_ Number of hours in standard work week

\_\_\_\_\_ Compensatory mileage rate

\_\_\_\_\_ County car availability (yes or no)

\_\_\_\_\_ Tuition Reimbursement Program (yes or no)

Please provide any suggestions concerning the Salary Survey  
below: