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TO: Holders of the Financial Planning and Control Manual

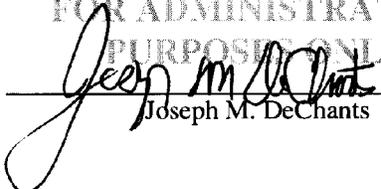
SUBJECT: Manual Update - Schedule of Positions and Job Categories

This bulletin promulgates an amended Chapter 4.000 of Part X, volume 2 of the UCS Financial Planning & Control Manual. The material in this chapter describes the mainframe procedures for indicating the appropriate staffing category and case type designation associated with each line item on the UCS Authorized Schedule of Positions. Further, this application is used by the Division of Financial Management for identifying Family Court Title IV-D positions eligible for Federal reimbursement.

The primary purpose behind this revision involves the redefinition of UCS staffing categories. While categories 1 through 4, and 6 and 7 remain the same, administrative category 5 has been expanded substantially. This will permit all UCS administrative components to utilize a single categorization methodology. Wholesale changes required as a result of this new methodology (e.g. category 5L - Law Library titles ) will be performed centrally by the Division of Financial Management. Following that, any necessary updates should be performed locally by district/administrative offices.

The timely maintenance of these indicators is important to the usefulness of the Schedule of Positions, the Judiciary's primary human resource management tool. Whenever a position is added to the Schedule of Positions, is reclassified, or reassigned to other functions, the staffing category and case type designations associated with the affected position should be evaluated and edited as appropriate.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for human resource management-related duties, budgeting for human resources, or the monitoring of internal controls relating thereto.

NYS UNIFIED COURT SYSTEM  
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 PURPOSES ONLY  
  
 Joseph M. DeChants