

**Salary Review Report
Public Records Officer
Occupational Group**

September 24, 2007

**Local 154
AFSCME
DC 37**

Public Records Aide	Code 60215
Public Records Officer	60216
Associate Public Records Officer	60217

New York City Amalgamated Professional Employees



Affiliated with DISTRICT COUNCIL 37, AFSCME, AFL-CIO, 125 Barclay Street, New York, N.Y. 10007-2179 (212) 815-1040

September 24, 2007

Salary Review Panel

Dear Members of the Panel:

On behalf of the members of Local 154, I have the pleasure of presenting for your consideration the Salary Review Report for the Public Records Occupational Group. This report shows that the titles in this group meet several of the Salary Review criteria described in the Memorandum of Economic Understanding between District Council 37 and the City of New York, subscribed in August 2006.

Local 154 is proud to present a report with a balanced and objective analysis of its members' salary and wage conditions. We hope that the Salary Review Panel will provide a positive response to the career and salary recommendations that we include in this report. By providing such as response you will fulfill our members' aspirations of working for the City with dignity and in a safer economic environment.

I will be glad to answer any questions or to provide additional information or documentation at the panel's request.

Sincerely,

Juan Fernandez
President Local 154

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Public Records Officer Occupational Group

Introduction

There are sixty-three workers in the Public Record Officer Occupational Group series serving New York City. They perform their work at many different locations, and sometimes under very different conditions. At this moment, fifty workers serve as Public Records Aide, four as Public Records Officer and eight as Associate Public Records Officer. They work at many agencies and departments throughout the City, among them DORIS, DDC, Department of Health and Mental Hygiene, Law Department.

Workers in this Occupational Group are assigned to work in the acquisition, storing, and shelving of books and records; storing of records on paper, electronic or film format; disposal of records; and response to requests from the staff or the public for records and other materials. They review records and decide on the best medium to store them after considering agency or departmental needs. At some agencies, they centralize the storage and shelving of the most important records for long and medium term storage. They respond to technical requests from other staff regarding the handling of existing records and materials being considered for archival.

The Public Records worker's knowledge of records has been considered of critical importance in the location and extraction of archives. Despite the expanded use of computer based applications and reference mechanisms, the expertise of the Public Records worker is needed to properly direct public and staff searches of materials.

Public Records workers are impacted by the lack of promotions and low salaries. Public Records Aide report few promotions to the higher titles. Despite most of them having over five years of experience, and the existence of three different titles with two levels in the highest tier title, a high proportion of workers have languished in the entry-level title. The worker's experience or performance appears to have little or no weight with the City agencies.

Public Records workers' salary is consistently lower than their counterparts in the private industry and state government, both of which recognize the importance of the workers specialized in the handling and archiving of records. Their salaries are consistently higher than the salaries of the Public Records workers with the City of New York.

Local 154 recommends the creation of a system of career development and worker's recognition that will include:

1. Create a salary step plan for workers this Public Records Occupational Group.
2. Increased amounts of Recurrent Increment Payments (RIP)
3. Increased Service In Title Increments;
4. Increased number of Public Records Officer lines;
5. Increased number of Associate Public Records Officer Level II and II lines;
6. Maturation of the Public Records Aide into the Public Records Officer;

7. Maturation of the Public Records Officer into the Associate Public Records Officer Level I;
8. Maturation of the Associate Public Records Officer Level I into the Associate Public Records Officer Level II;
9. Salary differential for education credits and/or training.

Comparison of Salaries and Compensation Benefits

1. Public Records Officer Occupational Group

Table I shows the salary ranges for workers in the Public Records Officer Occupational Group as of July 1, 2007. Fringe benefits account for an additional value of approximately 33% of the listed salary. Additions to the salary in the form of Recurrent Increment Payments (RIP) and Service In Title Increments account for 2% to 4.5% on top of the base salary (see Table II-A and II-B).

Since most of the Public Records workers are paid the incumbent rate, their current average base salary is \$34,400, before RIP and Service in Title Increment. Taking Recurrent Increment Increase into consideration, a Public Records Aide, a Public Records Officer and an Associate Public Records Officer Level I earn \$32,089, \$40,936 and \$50,282 respectively after 6 years on the job. In addition, workers are entitled to \$800 longevity increase after 15 years of City Service.

Table I Public Records Officer Occupational Group (Salary Effective 2/1/07)		
Public Records Officer Occupational Group	Hiring Rate	Incumbent Rate
Public Record Aide	\$26,678	\$30,680
Public Records Officer	\$34,371	\$39,527
Associate Public Records Officer Level I	\$42,498	\$48,873
Associate Public Records Officer Level II	\$47,918	\$55,106

Recurrent Increment Payment (RIP)	
Effective 2/1/07	
(Total amount per year)	
Table II-A	
Years in the Title	2/1/07
After 6 Year	\$628
After 9 Years	\$1,256
After 12 Years	\$1,884
After 15 Years	\$2,198
After 18 Years	\$2,918

Service In Title Increment	
Effective 2/1/07	
(Total amount per year)	
Table II-B	
After 5 Years	\$781
After 10 Years	\$1,563

1. Salary Survey

The information used for this section was obtained from the New York State Department of Civil Service website and from Salary.com, a job placement company that surveyed thousands of Human Resources departments at employers of all sizes, in all industries in the New York City area. The New York State Department of Civil Service website includes descriptions of the titles Library Clerk 3 and Archives and Records Management Specialist 3 and 4, which are counterparts to the Public Records Occupational Group titles. Salary.com provided us with the job descriptions of Senior Record Clerk and Record Manager, which have duties comparable to those of New York City’s Public Records Aide, Public Record Officer and Associate Public Records Officer titles.

i. State and City Comparison

Table III shows the Title and Salary comparison among the NYS Department of Civil Service Library Clerk 3 and Archives and Records Management Specialist 3 and 4, and the NYC DCAS Public Records Occupational Group titles (Job Descriptions and Grades in Appendix A.) It shows that the New York State titles have base salaries consistently higher than the base salary of their New York City counterparts. In addition, the New York State titles have a seven-year step plan that leads to an increase ranging from \$9,400 to \$15,000 to the worker's salary at the end of seven years. In comparison, workers in the NYC Public Records Group are most likely to see only a \$1,409 increase (RIP plus Service in Title Increment) after 6 years on the job. In addition, State workers receive a location differential in the amount of \$1,302. After seven years on the job, a State worker in the title of Library Clerk 3 could expect to receive a total salary of \$46,041 or \$47,043, if a location differential is added. On other hand, a Public Records Aide would earn \$32,089 after 7 years on the job. A New York State Archives and Records Management Specialist 3 starts at \$58,406 and reaches \$71,732 after seven years on the job. After the same period of time, a Public Records Officer would earn only \$40,936.

Table III Title and Salary Comparison (As of 4/1/2007)					
NYS Department of Civil Service Titles	Base Salary	Grade	Public Records Occupational Group Equivalency	Public Records Base Salary	
				Hiring Rate	Incumbent Rate
Library Clerk 3	\$36,228	14	Public Record Aide	\$26,678	\$30,680
Archives and Records Management Specialist 3	\$58,406	23	Public Records Officer	\$34,371	\$39,527
Archives and Records Management Specialist 4	\$68,331	26	Associate Public Records Officer Level I	\$42,498	\$48,873
Archives and Records Management Specialist 4	\$68,331	26	Associate Public Records Officer Level II	\$47,918	\$55,106

Table IV New York State Titles Step Plan (seven year plan) Yearly Amount (Effective 4/1/07)		
	Yearly Step	Total Salary After Seven Years
Library Clerk 3	\$1,402	\$46,041
Archives and Records Management Specialist 3	\$1,904	\$71,732
Archives and Records Management Specialist 4	\$ 2,145	\$83,347

In term of benefits, the most obvious difference between the State and City workers is the health insurance coverage. City workers do not pay for their basic health coverage. On the other hand, State workers pay for a portion of their health insurance. Currently, the cost for a State worker is approximately \$1,000 a year for a single individual and \$4,600 for a family. These amounts do not have a significant impact in diminishing the difference of \$9,400 for a Public Records Aide with seven years on the job, even considering the longevity increase of \$800 after 15 years of service.

ii. Private Sector and City Comparison

The Senior Records Clerk, with at least 2 years of experience and equivalent duties to a Public Records Aide in City Service, is paid a median salary of \$38,055, plus benefits in the 33% range. A Public Records Aide, with 2 years of experience earns \$30,680; with six years of experience, this worker earns \$32,089, including a differential of RIP plus Service In Title Increment of \$1409.

The City of New York entry-level salary for a Public Records Aide with 2 years of experience is 20% below the median salary of a Senior Records Clerk in the private sector. An Associate Records Officer with a Bachelor’s degree and over five years of experience, earning the incumbent rate, would be making 40% below a Records Manager with the same qualifications.

Table V Comparison Salary & Benefits Source: Salary.com				
Survey Title	Median Salary	City Title	Hiring Rate	Incumbent Rate
Senior Records Clerk	\$38,055	Public Records Aide	\$26,678	\$30,680
Records Manager	\$90,154	Public Records Officer	\$34,371	\$39,527
Records Manager	\$90,154	Associate Public Records Officer Level I	\$42,498	\$48,873
Records Manager	\$90,154	Associate Public Records Officer Level II	\$47,918	\$55,106

These huge disparities are a clear indication of the City’s failure to retain workers with experience and to encourage and recognize their long term commitment and provide them with advancement opportunities in the City.

Evolution of the Title to Include Additional Skills and/or Responsibilities

The Public Records workers' responsibilities and skills have evolved with the introduction of new technologies. The successive introduction of new methods in the archival and record maintenance process puts continuous demands on the Public Records workers' skills. The introduction of microfiche, film and microfilm, CD-ROM, PDF and other retrieval and storage electronic means in the last fifteen years has created new demands on the knowledge of Public Records workers. Their job has radically changed over the past twenty years. In the mid 1980's some agencies and department were just trying their first computerized systems. Paper was the predominant mean of archiving and organizing. Microfiche and film was used at the larger agencies and departments only. The massive introduction of electronic means during the 1990's and the continuous introduction of new file formats and computer systems has required workers to learn multiple systems in order to stay abreast of their profession. Because no agency or department operates with its records in an electronic or paper format exclusively, Public Records workers are expected to serve as expert in both areas at the same time; to understand the electronic system and to be able to respond to the demands of the paper system.

Conclusions and Recommendations

Public Records workers are fundamental in the institutional history of the agencies and departments throughout the City. Their contribution puts them at the center of the archival and retrieval process as demanded by the staff and the public. These workers are required to stay abreast of the new technological development as required by the acquisition of new archival and retrieval process in their agencies. These workers are also expected to understand the old paper archival procedures as well as the new electronic systems. Nevertheless, Public Records workers see little promotional opportunities. Most of these workers- a dramatic 79%- remain in the Public Record Aide position with little possibility to move up to the superior titles in their Occupational Groups, regardless of their experience, performance or years of service. Public Records workers are consistently underpaid when compared to state government or private sector workers.

Local 154 strongly recommends upgrading the salaries of all workers in the Public Records Occupational Group, in recognition of their experience, contributions and new responsibilities at the many City agencies and departments in which they work. This Local recommends the creation of a salary step plan and the upgrade of the Public Records workers through title maturation. Public Records Aide would be promoted to the Public Records Officer level after passing a probationary period or after one year of experience in the title. The Public Records Officer title would mature into the Associate Public Records Officer Levels I and II. The Recurrent Increment Payment (RIP) and the Service in Title Increment amounts should be increased to properly reflect experience and seniority. Last, we recommend the expansion of the number of lines in the Occupational Group and encouragement of City agencies to promote workers to the superior titles.