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TO: John Jay College Community
FROM: Oswald E. Fraser, AVP for Administration
DATE: September 25, 2024
SUBJECT: HEO & Classified Staff Committees – AY 24-25

The **HEO and Classified Staff Committees** consider personnel actions related to HEO series employees and classified staff, respectively, for approval by the President and final approval from University Human Resources (UHR). **Please note that requests for discretionary salary increases (merits) are not being considered at this time by the committee. An announcement will be made when this is changed.**

Below you will find a list of the current committee members, meeting schedule and submission deadlines for AY 24-25, and a list of supporting documents necessary to be submitted with all actions to be considered by the respective committee.

All previously submitted actions will be considered at the first scheduled meeting of the respective committee.

HEO COMMITTEE:

NAME	TITLE	COMMITTEE STATUS
Oswald Fraser	Assistant Vice President for Administration	Chair/Non-Voting Member
Mark Flower	Vice President for Fin. & Admin.	Voting Member
Daniel Matos	Interim Vice President EMSA	Voting Member
Myrna Foley	Interim Chief Legal Counsel	Voting Member
Helen Keier	Director of Learning Management Systems	Voting Member
Donald Gray	Labor Designee	Non-Voting Member
Gabriela Leal	Chief Diversity Officer	Non-Voting Member
Edgardo Sanabria Valentin	Associate Program Director	Alternate Voting Member

CLASSIFIED STAFF COMMITTEE:

NAME	TITLE	COMMITTEE STATUS
Oswald Fraser	Assistant Vice President for Administration	Chair/Non-Voting Member
Mark Flower	Vice President for Fin. & Admin.	Voting Member
Daniel Matos	Interim Vice President for EMSA	Voting Member
Myrna Foley	Interim Chief Legal Counsel	Voting Member
Douglas Toppin	Deputy Director of Client Services	Voting Member
Donald Gray	Labor Designee	Non-Voting Member
Gabriela Leal	Chief Diversity Officer	Non-Voting Member
Yaroslav Rogovoy	Security Systems and Fire Safety Specialist	Alternate Voting Member

MEETING SCHEDULE & SUBMISSION DEADLINE FOR AY 23 – 24

MEETING DATE	SUBMISSION DEADLINE
Tuesday, October 29, 2024	Monday, September 23, 2024
Tuesday, December 3, 2024	Monday, October 28, 2024
Tuesday, January 17, 2025	Monday, December 2, 2024
Tuesday, February 11, 2025	Monday, January 6, 2025
Tuesday, March 18, 2025	Monday, February 10, 2025
Tuesday, April 22, 2025	Monday, March 17, 2025

DOCUMENTS TO BE SUBMITTED FOR ACTIONS TO BE CONSIDERED BY THE RESPECTIVE COMMITTEES ARE AS FOLLOWS:

ACTION TYPE	REQUIRED DOCUMENTS	CLASSIFICATION
Appointment (Including Substitute)	-Justification - Approved Position Request Form -Current Resume -Current & Proposed Org. Chart -CDO's Approval	HEO Series
Reclassification (Reorganization)	-Justification. -Current Resume. -Current & Proposed Org. Chart. -Current & Proposed Job Description. -Immediate prior year Annual	HEO Series

	Performance Evaluation.	
Reclassification (Employee or Supervisor) *	<ul style="list-style-type: none"> -Application for Reclassification. -Justification memo. -Current Resume. -Job description of current duties highlighting difference from initial appointment -Job description at the time of appointment. -Current and proposed org charts. - Immediate prior year Annual Performance Evaluation. -Any other document (s) to support request. 	HEO Series
Functional Title Change	<ul style="list-style-type: none"> -Justification. -Current Resume. -Current & Proposed Org. Chart. -Current & Proposed Job Description. 	HEO Series
Salary Differential*	<ul style="list-style-type: none"> -Application for Assignment Differential for HEO Series Employees. -Justification. -Any other document(s) to support the request. 	HEO Series
Discretionary Salary Step Increase	<ul style="list-style-type: none"> -Justification Memo from Supervisor. -Current Resume. -Current Job description. -Immediate prior year Annual Performance Evaluation. 	HEO Series
Level Movement	<ul style="list-style-type: none"> -Justification. -Performance Evaluation within the most recent 6 months. 	Classified Staff
Merit Increase	<ul style="list-style-type: none"> -Justification from Supervisor. -Evaluation within the most recent 6months. -Most recent 18 months of time & leave record (HR will provide) 	Classified Staff

N.B. The attached [HEO/Classified Staff Committee Action Request Form](#) must be submitted for all actions, except those denoted by *

All submissions to be considered by the respective committees must be submitted to the respective email address below by the deadline indicated in the meeting schedule.

-HEO Screening Committee is HEOCOMMITTEE@jjay.cuny.edu

-Classified Staff Committee is CLASSIFIEDSTAFFCOMMITTEE@jjay.cuny.edu.

If you have any questions or concerns, do not hesitate to contact me at ofraser@jjay.cuny.edu.

A note on reclassifications: Reclassification is a move to a higher HEO series title. It is appropriate when the preponderance of duties and job requirements currently fall appropriately in a higher title. (This may be merited because of an accretion of duties, a significant increase in the volume of work that has the effect of transforming the scope and complexity of the work, a reorganization of functions, a legal mandate changing the nature of the work, or some other significant alteration in the duties previously assigned.) Accordingly, when submitting a justification for a proposed reclassification, the submitter should make specific reference to the title definitions (attached here as Appendix A), explain which of the current job duties fall in the higher title, and demonstrate that such duties make up the majority of the employee's duties.

cc: Divisional Vice Presidents
Committee Members

APPENDIX A

NON-TEACHING INSTRUCTIONAL STAFF POSITIONS

1. ASSISTANT TO HIGHER EDUCATION OFFICER.

1.1 Title Definition:

An assistant to higher education officer shall, generally under the supervision of a higher education officer or university dean or college dean, perform such administrative duties as may be assigned to him/her.

1.2 Qualifications:

For appointment as assistant to higher education officer, a candidate must have demonstrated satisfactory qualities of personality and character and ability to work with others for the good of the institution. He/she must show potential for significant achievement and growth. He/she must possess a baccalaureate degree from an accredited institution.

2. HIGHER EDUCATION ASSISTANT.

2.1 Title Definition:

The duties of a higher education assistant are generally to serve as an assistant to one of the major educational officers of a college or the university with responsibility for a limited area of planning, research or professional and/or administrative duties as may be assigned.

2.2 Qualifications:

For appointment as higher education assistant, the candidate must have demonstrated satisfactory qualities of personality and character and ability to work with others for the good of the institution. He/she must have had at least four years of experience in one or more

related areas and be sufficiently adaptable to apply such experience to the field in which his/her responsibility will lie. He/she must possess at least a baccalaureate degree from an accredited institution and show definite potential for significant achievement and growth in the area to which he/she is assigned. An appropriate combination of education above the baccalaureate degree and demonstrable skills and/or years of experience may be substituted for the four years of experience in determining qualifications for the position of higher education assistant.

3. HIGHER EDUCATION ASSOCIATE.

3.1 Title Definition:

The duties of a higher education associate are:

- a. To serve as deputy for a higher education officer or
- b. To assume administrative responsibility, in most instances under the general supervision of a university or college dean for some major area of university or college activity, such as institutional research, campus planning and development, coordination of relations with community and civic groups, supervision and coordination of all educational data processing, coordination of applications to federal, state, and private foundations for educational grants, direction of specific specialized campus activities or
- c. To function as executive assistant to the chancellor or president or
- d. To develop some major aspect of new programs.

3.2 Qualifications:

For appointment as higher education associate, a candidate must have demonstrated satisfactory qualities of personality and character and ability to work with others for the good of the institution. He/she must have had at least six years of related experience. He/she must be sufficiently well versed in the overall functions of the university to be able to serve as deputy for a higher education officer, or to carry full responsibility, in most instances under the general supervision of a university or college dean for some major area of university or college activity. He/she must possess at least a baccalaureate degree from an accredited institution and show evidence of exceptional achievement in his/her chosen field as well as potential for future growth. An advanced degree above the baccalaureate degree may be required as appropriate to perform the duties of a particular position. An appropriate combination of education above the baccalaureate degree and demonstrable skills and/or years of experience may be substituted for the six years of experience in determining qualifications for the position of higher education associate.

4. HIGHER EDUCATION OFFICER.

4.1 Title Definition:

The duties of a higher education officer are:

- a. To assume full administrative responsibility for some major area of university or college activity, such as institutional research, campus planning and development, coordination of relations with community and civic groups, supervision and coordination of all educational data processing, coordination of applications to federal, state, and private foundations for educational grants, direction of specific specialized campus activities or
- b. To function as executive assistant to the chancellor or president or
- c. To develop some major aspect of new programs.

4.2 Qualifications:

For appointment as higher education officer, the candidate must have demonstrated satisfactory qualities of personality and character and ability to work with others for the good of the institution. He/she must have had at least eight years of related experience. He/she must be sufficiently well versed in the overall functions of a university to be able to assume full responsibility, answerable as a general rule to his/her college president (or to the chancellor, deputy chancellor or vice chancellor if he/she is assigned to a university position) for some major area of university or college activity. He/she must possess at least a baccalaureate degree from an accredited institution and show evidence of exceptional achievement in his/her chosen field as well as potential for future growth. An advanced degree above the baccalaureate degree may be required as appropriate to perform the duties of a particular position. An appropriate combination of education above the baccalaureate degree and demonstrable skills and/or years of experience may be substituted for the eight years of experience in determining qualifications for the position of higher education officer.