



*New York State Archives*

**Appraisal reports of staffing at state agencies and institutions L0139**

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## Overview of the Records

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<b>Repository:</b>	New York State Archives
<b>Summary:</b>	These reports analyze and make recommendations for organizational and staff patterns at each agency, institution, and special commission operated by New York State government.. The reports include descriptions of agency functions, organization, activity, and job titles. Also provided is information on agency administration, supervision patterns, and distribution of work. There are also reclassification requests and requests for upgrading of individual State employees. Such requests job description, salary, comparable positions, and reasons for the request.
<b>Creator:</b>	New York (State). Legislature. Senate. Committee on Civil Service
<b>Title:</b>	Appraisal reports of staffing at state agencies and institutions
<b>Quantity:</b>	0.5 cubic feet
<b>Inclusive Date:</b>	1914-191
<b>Bulk Date:</b>	(bulk 1916)
<b>Series:</b>	L0139

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## Arrangement

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Arranged by name of institution or agency.

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## Scope and Content Note

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This series consists of appraisal reports on approximately 100 state agencies and institutions prepared by Civil Service examiners for the Senate Civil Service Committee. These reports, ranging in size from approximately five to fifty pages, analyze and make recommendations for

changes in staffing patterns at each agency, institution (prison, mental hospital, school, etc.), and special commission operated by New York State government.

The majority of the reports date from 1916. In analyzing staffing, the reports necessarily include descriptions of the agency's function, organization, and activity, and include information on specific job titles (description of duties and salary), agency administration, supervision patterns, and distribution of work. The reports often make recommendations for sweeping changes in the organization of an agency or institution, suggesting the creation of new titles or the combination or abolition of existing titles. Many of the reports have lists of agency job titles with current salaries.

The series also includes a small amount of memoranda relating to requests for reclassification of specific titles or upgrading of individual state employees. These memoranda provide information such as job description, salary, comparison to other Civil Service positions, and the reasons for the classification change or upgrading.

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## Use of Records

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### Access Restrictions

There are no restrictions regarding access to or use of the material.

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## Access Terms

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- Legislating
- New York (State)
- Civil service--New York (State)
- New York (State)--Politics and government