



TO: Associate/Directors Human Resources
FROM: Abner JeanPierre, Director of Classification & Compensation
SUBJECT: Salaries of Two-Year Trainee Positions
DATE: August 13, 2024

* * * * *

As you may be aware, the Division of Classification & Compensation (C&C) has been working to improve the administration and effectiveness of two-year traineeships leading to professional Grade 18 positions. One of the critical elements of that effort is to make state salaries more competitive for these entry level positions, especially given the rise of experienced individuals applying for these jobs.

I am pleased to announce that the Division of the Budget has approved C&C's proposal to improve the starting salaries for these trainee positions. Specifically, Trainee 1, NS (Grade 13), will be revised to Grade 14; and Trainee 2, NS (Grade 14), to Grade 16. The changes will be effective November 7, 2024, for employees on the Administration Payroll, and November 14, 2024, for employees on the Institution Payroll.

C&C is working with the Division of Staffing Services and the Office of the State Comptroller's Bureau of Payroll Services on the implementation of these revisions. You will receive instructions on any actions that your agency needs to take in the coming weeks.

In the meantime, if you have any questions, contact your C&C analyst.