

Unclassified Local Title Procedures

Definitions

Term	Definition
College	The State University of New York at Potsdam.
Employee	A public employee working for the College in an unclassified service appointment.
Supervisor	Any person assigned as a supervisor of record within the College who has the authority to direct and control the work performance of an employee.
Human Resources	For purposes of this procedure only Human Resources will be defined as the two individuals appointed to the title Associate Vice President for Administration & Human Resources and Director of Human Resources Operations.
Budget Title	The title for which an employee is appointed and paid from.
Local Title	A title assigned to an employee appointed to an unclassified service title which offers a more detailed description of the responsibilities and functions of the role.

Purpose:

Human Resources recognizes that a budget title does not always fully reflect an employee's job description. Supervisors are encouraged to assign a local title if the budget title does not fully reflect an employee's job description as local titles provide a more detailed description of the functions and responsibilities assigned to the employee. A local title is not required of every unclassified service appointment if you are satisfied with the budget title. Under no circumstance shall a local title be the same as a budget title that the employee is not appointed in. Employees appointed to a classified service title do not have local titles.

Approval Process

Local titles for new appointments will be approved through the online recruiting system (SPOLR). Be sure to include the local title in the appropriate field in SPOLR. Once the posting is live on the website supervisors will know that the local title was approved. If supervisors do not use the local title field within SPOLR it will be assumed that a local title will not be assigned. Therefore, the directory and organizational chart will reflect the employee's budget title.

If a supervisor wants to change the local title of a current employee, they must first obtain their President's Council (PC) designees email approval. If the PC designee approves the local title, they must forward the email request to Human Resources for final review and approval. (If the PC designee does not approve the local title, it is their responsibility to notify the requestor.) Human Resources will email the supervisor and PC designee to confirm the local title is approved or not approved citing the reason for disapproval. Although disapproval will be rare on the part of Human Resources, Human Resources will work with the supervisor and PC designee to determine an alternate appropriate local title.

When determining a local title consider the following:

- Employees job description
- Match the local title to the type of work being performed
- Title of employees with similar job descriptions
- Avoid abbreviations
- Use position key words (for example, budget title is Personnel Associate, local title is Benefits Manager which better describes the function of the position)

Human Resources will take the following actions upon approval of a local title:

- Add/update within the official Human Resources Management System
- Notify directory@potdam.edu
- Update organizational chart
- Include approval in the employee’s personnel file

Local titles may be used in the following places:

- Business cards
- Email signatures
- Job postings along with the budget title
- Advertisements along with the budget title (must be defined within the advertisement)
- Organizational Chart
- Directory

Human Resources will not use a local title for the following:

- Contract letters
- Reappointments
- Reference checks
- Employment verifications
- Performance programs and evaluations

Should you need any assistance in determining a local title or have any questions about these procedures feel free to contact Human Resources as outlined in the definition of this procedure or through the contact information below.

Responsibilities

This procedure identifies the following responsibilities as assigned to those cited below.

Role	Individual/Group	Contact Information
Procedure Executor(s)	Melissa Proulx – Vice President for Administration & Human Resources Jennifer Murray – Director of Human Resources Operations	(315) 267-2086 proulxme@potdam.edu (315) 267-2492 murrayjm@potdam.edu

Change History

Date	Change History
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February 10, 2025	New Procedure.
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Approved by President's Council: July 22, 2024