

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
DIVISION OF CITYWIDE PERSONNEL SERVICES
PROPOSED AMENDMENT TO CLASSIFICATION
REVISED PUBLIC HEARING LOCATION

PUBLIC NOTICE IS HEREBY GIVEN of a public hearing to amend the Classification of the Classified Service of the City of New York.

A public hearing will be held by the Commissioner of Citywide Administrative Services in accordance with Rule 2.6 of the Personnel Rules and Regulations of the City of New York at **125 Worth Street, 2nd Floor Auditorium, New York, NY 10013** on

TUESDAY, December 16, 2008 at 10:30 AM

Copies of the proposal memorandum, the proposed classification resolution and the proposed class specifications for the above titles can be viewed on the DCAS Website at: www.nyc.gov/dcas.

RESOLVED, That the Classification of the Classified Service of the City of New York is hereby amended by including the titles indicated below:

I. By establishing in the Non-Competitive Class, under the heading ALL CITY AGENCIES (999), subject to Rule XI, Part I, the following title:

<u>Title Code Number</u>	<u>No. of Positions</u>	<u>Class of Positions</u>	<u>Salary Range</u>
	1,500	Confidential Strategy Planner	\$50,000- \$85,000

Part I positions are excluded from Civil Service Law Section 75 disciplinary procedures.

II. By establishing in the Exempt Class, under the heading ALL CITY AGENCIES (999), subject to Rule X, the following titles:

<u>Title Code Number</u>	<u>No. of Positions</u>	<u>Class of Positions</u>
M	240	Executive Program Specialist
	1,500	Strategic Initiative Specialist



DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
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Martha K. Hirst
Commissioner

James G. Hein
Deputy Commissioner

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MEMORANDUM

To: James G. Hein

From: Sherry Schultz
Director of Classification and Compensation

Date: November 18, 2008

Subject: Recommendation to schedule a public hearing on December 16, 2008, at 10:30 AM on a proposal to amend the classification of the Classified Service of the City of New York by including the title of Confidential Strategy Planner in the Non-Competitive Class and Executive Program Specialist and Strategic Initiative Specialist in the Exempt Class authorized for use by all City agencies.

As part of the Department of Citywide Administrative Services five-year plan to reduce the number of provisional employees, we are proposing to classify one new title in the non-competitive class and two new titles in the exempt class for use by all City agencies.

We propose to classify a new title of Confidential Strategy Planner for up to 1,500 positions citywide in the non-competitive class, subject to Rule XI, Part I. We anticipate allowing the number of positions used by each agency to depend on the size of the agency. These positions would be confidential or policy influencing pursuant to Section 42.2-a, and therefore, will be classified under Part I of the Non-Competitive Class, which excludes the incumbents from Civil Service Law Section 75 disciplinary procedures. Employees selected to fill these positions will be responsible for researching, creating, planning and implementing new and innovative agency initiatives, policies, strategic plans and goals under the direction of Deputy /Assistant Commissioners and other officials in comparable executive level positions. We believe that the title should be classified in the Non-Competitive Class because it is not practicable to test competitively for the unique knowledge, skills and experience, as well as compatibility with the executive, that will be required for each position. The specific requirements will differ from agency to agency and position to position and are essential to allowing these positions to be filled at the executive's discretion to further the mission of the agency.

We also propose to classify a new exempt class managerial level title of Executive Program Specialist, for use by all City agencies, with two to three positions allocated per agency, depending upon agency size, for a maximum of 240 positions citywide. Employees in these positions will create, direct and administer agency policy initiatives or programs which will further a specific city agency goal, under the direction of an agency official and will serve at the pleasure of the official. The skills and experience required will vary from position to position in this title.

Additionally, we propose to classify a new sub-managerial exempt class title of Strategic Initiative Specialist, for up to 1,500 positions citywide. This title will also be authorized for use by all city agencies. Agencies would be required to justify each appointment by tying it to a specific initiative or program. Strategic Initiative Specialists will be responsible for developing or directing a new agency program or policy area or evaluating and making recommendations for improvements to existing city programs or policy areas. Due to the specialized experience and skill required for each position, it would not be possible to fill these positions through competitive examinations. Since work in the specific initiative or program will be accomplished in a finite duration, employees in these positions will serve a maximum of four years. If a Strategic Initiative Specialist decides that he/she wishes to continue working for the City beyond the project duration, he or she can take a Civil Service examination and be hired in a competitive civil service title.

We feel that there is merit to the above proposals and recommend that a public hearing be held as the first step to formally classify these titles in the Non-Competitive and Exempt Classes.

If you approve this proposal, please forward the enclosed calendar item to the Commissioner for approval, scheduling a Public Hearing to be held December 16, 2008, at 10:30 AM at One Centre Street, 14th Floor North, Conference Room A. Copies of the proposal memorandum, the proposed classification resolution and the proposed class specifications for the above titles can be viewed on the DCAS Website at: www.nyc.gov/dcas.

Enclosures

c: Mitchell Paluszek
Maria DiPaola
Thomas J. Patitucci

CONFIDENTIAL STRATEGY PLANNER

Duties and Responsibilities

This class of positions encompasses professional and responsible consultative and/or administrative work. Under administrative direction of an agency executive, with wide latitude for the exercise of independent initiative and judgment, researches, creates, plans and implements new and innovative agency initiatives, policies, strategic plans and goals. All personnel perform related work. Oversees and coordinates the work for assigned projects, such as the following:

Examples of Typical Tasks

Prepares materials for the Deputy Commissioner or Assistant Commissioner to translate agency policies and creates programs to achieve the agency's strategic goals.

Defines, coordinates, plans and implements agency initiatives. Sets goals and milestones for implementation of assigned projects.

Provides leadership, coordination and oversight to agency personnel and advisers in planning, coordinating and executing projects.

Participates in conferences, meetings, seminars, etc., on the planning and development of strategic projects. Writes up proposals and timelines.

Recommends new procedures and/or revises current ones; proposes and substantiates the need for new and revised agency standards and guidelines related to key agency initiatives.

Uses computers to track projects and to perform complex quantitative analysis necessary for recommendations and monitoring of agency performance. Prepares summary reports comparing Agency performance to stated goals and objectives.

Establishes and maintains cooperative relationships with agency executive personnel.

CONFIDENTIAL STRATEGY PLANNER (continued)

Qualification Requirements

A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position.

Lines of Promotion

None: This class of positions is classified in the Non-Competitive Class.

Depending on the size of the agency, Deputy and Assistant Commissioners and employees in comparable senior positions should have the flexibility to hire two to five strategic analysts, for a total allocation of up to 1,000 such positions citywide.

DUTIES STATEMENT

EXEMPT CLASS

EXECUTIVE PROGRAM SPECIALIST

This is a management class of positions.

Under the executive direction of an agency official, with the widest latitude for independent initiative and judgment, performs duties at a senior executive level in the creation, direction and administration of agency policy initiatives or programs to further a specific city agency goal.

These positions will be filled by issue experts with specialized programmatic expertise and experience in areas such as newly evolving policy or emerging operations. These individuals may have come to the attention of the agency official while working elsewhere on the same or similar matters to obtain the desired expertise. Exempt classification of these positions will enable an agency official to select new outside, uniquely experienced staff to work directly for the official on innovative matters.

11/21/2008

Exempt- X
ALL CITY AGENCIES (999)

Code No. XXXXX

DUTIES STATEMENT

EXEMPT CLASS

ALL CITY AGENCIES

STRATEGIC INITIATIVE SPECIALIST

Under the direction of agency executives, with wide latitude for independent judgment, coordinates new and strategic projects or programs during their initial phases. Utilizes expertise gained from the past professional experience to develop and direct a new agency program or policy area, or to evaluate and make recommendations for the improvement of existing city programs or policy areas. Specialists may provide expert guidance and training to City employees related to the new policy, project or program area. Performs related work.

These positions will have a four-year maximum tenure.

11/21/2008