



DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
DIVISION OF CITYWIDE PERSONNEL SERVICES

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MEMORANDUM

To: All Interested Parties

From: Sherry Schultz
Director of Classification and Compensation

Date: April 6, 2009

Subject: Notice of Public Hearing regarding new Non-Competitive titles of Agency Security Director, Director (Employee Assistance Program), High School Student Aide and Employee Assistance Program Specialist for use by All City agencies.

The Commissioner of the Department of Citywide Administrative Services has ordered a Public Hearing to be held on May 4, 2009, at 10:00 AM, at 1 Centre Street, Pre-Bid Room 18th Floor North, New York, NY 10007 (18th floor public access only from South elevators) on a proposal to amend the Classified Service of the City of New York as follows:

By including the following titles in the Non-Competitive Class, authorized for use by all city agencies:

Under Rule X, Part I:

Agency Security Director (with an unlimited number of positions authorized citywide)

Director (Employee Assistance Program) (with one position authorized per agency citywide)

Note: Part I positions are excluded from Civil Service Law Section 75 Disciplinary procedures; and

(continued)

Under Rule X, Part II:

High School Student Aide (with an unlimited number of positions authorized citywide)

Under Rule XI, Part II

Employee Assistance Program Specialist (with an unlimited number of positions authorized citywide)

Note: Part II positions receive Civil Service Law Section 75 disciplinary procedures, pursuant to Rule 3.2.3 (b) of the Personnel Rules and Regulations of the City of New York, after 5 years of service.

Copies of the proposal, the proposed classification resolution and proposed class specifications for the above titles can be viewed by clicking the Classification Hearings Schedule link under the DCAS 5 Year Plan Regarding Provisional Appointments heading at www.nyc.gov/dcas.

Those wishing to testify should contact Carol Gold of my staff at (212) 669-7312 (e-mail address: cgold@dcas.nyc.gov) as soon as possible before May 4, 2009. Written statements may be submitted to the Department of Citywide Administrative Services, 1 Center Street – Room 1480 South, New York, NY 10007 (FAX 212-669-7188) and must be postmarked no later than May 8, 2009 or to Carol Gold at the above e-mail address.