

Lisette Camilo  
Commissioner

MEMORANDUM

Dawn M. Pinnock  
Deputy Commissioner  
Human Capital

The David N. Dinkins  
Municipal Building  
1 Centre Street  
New York, NY 10007

212 386 6376 tel  
[nyc.gov/dcas](http://nyc.gov/dcas)

To: All Interested Parties

From: Andrea Valentine 

Date: March 7, 2016

Subject: Notice of Public Hearing on a proposal to amend the classification of the Classified Service of the City of New York by including new titles and requesting additional titles for the Department of Buildings, in the Exempt Class and the Non-Competitive Class.

---

The Commissioner of the Department of Citywide Administrative Services has scheduled a Public Hearing to be held on March 22<sup>nd</sup>, 2016, at 10:00 AM, at 125 Worth Street, 2<sup>nd</sup> Floor Auditorium, New York, NY 10013 on a proposal to amend the Classified Service of the City of New York.

We propose to classify the following managerial titles, in the Exempt Class, subject to Rule X:

M XXXXX	Chief of Staff (Buildings) (1 Position)
M XXXXX	Executive Program Specialist (Buildings) (3 positions)
M XXXXX	First Deputy Commissioner (Buildings) (1 Position)
M XXXXX	Strategic Compliance Specialist (Buildings) (1 Position)
M 95505	Deputy Commissioner (Buildings) (3 Positions, increase from 2 to 3 Positions)

We propose to classify the following managerial titles, in the Non-Competitive Class, subject to Rule X, Part I:

M XXXXX	Assistant Commissioner (Buildings) (11 Positions)
M XXXXX	Associate Commissioner (Buildings) (1 Position)
M XXXXX	Borough Commissioner (Buildings) (7 Positions)
M XXXXX	Chief Asset Management Officer (Buildings) (1 Position)
M XXXXX	Chief Strategy Officer (Buildings) (2 Positions)
M XXXXX	Chief Structural Engineer (Buildings) (1 Position)
M XXXXX	Equal Employment Opportunity Officer (Buildings) (1 Position)
M XXXXX	Executive Director of Professional Development (Buildings) (1 Position)
M XXXXX	Executive Director, New York City Loft Board (Buildings) (1 Position)
M XXXXX	Risk Management Officer (Buildings) (1 Position)
M XXXXX	Senior Policy Advisor (Buildings) (1 position)
M XXXXX	Strategic Initiative Specialist (Buildings) (6 Positions)
M 95511	Executive Inspector (Buildings) (5 Positions, increase from 1 to 5 Positions)

Additionally, we propose to classify the following non-managerial titles, in the Non-Competitive Class, subject to Rule XI, Part I:

XXXXX	Confidential Strategy Planner (Buildings) (10 Positions)
XXXXX	Chauffeur (Buildings) (1 Position)
XXXXX	Executive Assistant (Buildings) (7 Positions)
12846	Secretary to the Commissioner of Buildings (2 Positions, increase from 1 to 2 Positions)

Part I positions are designated as confidential or policy influencing under Rule 3.2.3 (b) of the Personnel Rules and Regulations of the City of New York and therefore are not covered by Section 75 of the Civil Service Law.

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:

[http://www.nyc.gov/html/dcas/html/work/Public\\_Hearing.shtml](http://www.nyc.gov/html/dcas/html/work/Public_Hearing.shtml)

Those wishing to testify should contact Carol Gold of my staff at (212) 386-0344 email address: [cgold@dcas.nyc.gov](mailto:cgold@dcas.nyc.gov) as soon as possible before March 18<sup>TH</sup>, 2016. Written statements may be submitted to the Department of Citywide Administrative Services, Classification and Compensation, 1 Centre Street – Room 2100 South, New York, NY 10007 and must be postmarked no later than March 25<sup>th</sup>, 2016.