

To: All Interested Parties

From: Sadé Mc Intosh  
Director, Classification and Compensation

Date: August 13, 2020

Subject: Notice of a virtual public hearing to make Clerical Associate, Title Code No.10251  
Open Competitive: Exam No. 8003 eligible list appropriate for filling positions in  
the title of Secretary, Title Code No. 10252.

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The Commissioner of the Department of Citywide Administrative Services has scheduled a virtual public hearing to be held on August 19, 2020, at 10:00AM on WebEx Event Center, to consider a proposal to make Clerical Associate (10251), Open Competitive, Exam No. 8003 eligible list appropriate for filling positions in the title of Secretary (10252). The meeting details are below.

**Topic:** DCAS Classification- Public Hearing

**Video Address:**

<https://nycadminservices.webex.com/nycadminservices/onstage/g.php?MTID=e204e1d1f34546d346b5cfc22f8068393>

**Phone number** 1-877-668-4493 (US/Canada),

**Access/Event code:** 161-947-9510.

**Event password:** exAET7WRT84

Clerical Associate (10251) and Secretary (10252) both require a four-year high school diploma. Although Clerical Associate requires one year of clerical experience, there are similarities amongst the duties and responsibilities of both titles. Clerical Associate (10251) and Secretary (10252) are both represented by District Council 37, Collective Bargaining Unit [128] – Clerical Titles; and the new hire rate for both titles are the same.

As such, DCAS recommends making the Clerical Associate (10251), Open Competitive civil service list Exam No. 8003 appropriate for filling positions in the title of Secretary (10252). The names of eligibles who accept an appointment as Secretary will remain on the list for Clerical Associate (10251), Exam No. 8003. This option will allow agencies to fill their vacancies and candidates will benefit by being hired into city service more quickly than they otherwise would.

Copies of the proposal memorandum, the proposed classification resolution, and the class specification for the above titles will be available on the DCAS Website at: <https://www1.nyc.gov/site/dcas/about/public-hearings.page>

Those wishing to testify may contact Lamont Wilson of my staff at (212) 386-0344 or [LaWilson@dcas.nyc.gov](mailto:LaWilson@dcas.nyc.gov) as soon as possible. Written statements may be submitted via email to [SaMcIntosh@dcas.nyc.gov](mailto:SaMcIntosh@dcas.nyc.gov) and by mail to the Department of Citywide Administrative Services, Classification and Compensation, 1 Centre Street - Room 1448 South, New York, NY 10007. Written statements must be postmarked no later than August 24, 2020.



**If you need to request a reasonable accommodation to attend or have questions about accessibility, please contact DCAS Accessibility at 212-386-0256, or [accessibility@dcas.nyc.gov](mailto:accessibility@dcas.nyc.gov).**