

To: All Interested Parties

From: Sadé Mc Intosh  
Director, Classification and Compensation

Date: March 4, 2021

Subject: Notice of a virtual public hearing on a proposal to amend the Classification of the Classified Service of the City of New York under the heading Office of Collective Bargaining [313]

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The Commissioner of the Department of Citywide Administrative Services scheduled a virtual public hearing to be held on March 10, 2021, at 10:00 AM via WebEx Event Center. The meeting details are below.

**Topic:** DCAS Classification- State Proposals Public Hearing  
**VideoAddress:** <https://nycadminservices.webex.com/nycadminservices/onstage/g.php?MTID=e61015394851ff9e3c00d5a7e2261138b>  
**Phone number** 1-650-479-3208 (US/Canada)  
**Access/Event code:** 185 559 8221  
**Event password:** yYY9btpiN43

We propose to classify the following non-managerial title in the Non-Competitive Class, subject to Rule XI, Part I with the number of positions authorized as indicated:

XXXXX Secretary to the Deputy Chair (OCB) 1 position

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

Those wishing to testify should contact Gavin Roney of my staff at (212) 386-0555, or [GRoney@dcas.nyc.gov](mailto:GRoney@dcas.nyc.gov) as soon as possible. Written statements may be submitted to [SaMcIntosh@dcas.nyc.gov](mailto:SaMcIntosh@dcas.nyc.gov) via email and by mail to the Department of Citywide Administrative Services, Classification and Compensation, 1 Centre Street - Room 1448 South, New York, NY 10007 and must be postmarked no later than Monday, March 15, 2021.



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).