

Lisette Camilo
Commissioner

MEMORANDUM

Dawn M. Pinnock
Executive Deputy
Commissioner

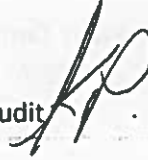
Barbara Dannenberg
Acting Deputy
Commissioner,
Human Capital

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

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To: All Interested Parties

From: Katrina Porter
Director, List Management & Audit



Date: March 27, 2018

Subject: Notice of a public hearing to make Secretary, Open Competitive, Title Code No. 10252: Exam No. 3040 eligible list appropriate for filling positions in the title of Clerical Associate, Title Code No. 10251.

The Commissioner of the Department of Citywide Administrative Services has scheduled a public hearing to be held on March 29, 2018, at 10:00AM, at 22 Reade Street, 1st Floor (Spector Hall), New York, NY 10007 on a proposal to make Secretary, Open Competitive, Title Code No. 10252: Exam No. 3040 eligible list appropriate for filling positions in the title of Clerical Associate, Title Code No. 10251.

Secretary (10252) and Clerical Associate (10251) both require a four-year high school diploma. The skills requirement differs with Secretary requiring 35 words a minute and Clerical Associate requiring 20 words a minute. There is an overlap with duties and responsibilities. In both duties and responsibilities of the title specifications, it includes "related office activities utilizing manual and automated, office systems" and duties may include employee supervision. Also, both titles are represented by the same collective bargaining unit and the hiring rate for both positions are \$27,446. We feel that eligibles on the list for Secretary, Open Competitive, Exam No. 3040 are qualified to perform the duties and responsibilities involved in the title of Clerical Associate.

Therefore, we would like to recommend making the Secretary, Open Competitive, Title Code No. 10252: Exam No. 3040 eligible list appropriate for filling positions in the title of Clerical Associate, Title Code No. 10251. Eligibles accepting appointment as either Secretary or Clerical Associate will have their names removed from the eligible list. Eligibles that decline appointment as Clerical Associate will remain on the Secretary eligible list.

Those wishing to testify should contact Yolanda Culler at (212) 386-0349 email address: yculler@dcs.nyc.gov as soon as possible before March 29, 2018. Written statements may be submitted to the Department of Citywide Administrative Services, 1 Centre Street – Room 1448 and must be postmarked no later than April 3rd, 2018.



Citywide Administrative
Services



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