

**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
COMMISSIONER'S DIRECTIVE NO. 2020-3
CONCERNING EXTENSION FOR TIME-LIMITED TITLES
DURING THE COVID-19 CRISIS
NOVEMBER 25, 2020**

WHEREAS, on March 7, 2020, Mayor de Blasio issued Emergency Executive Order No. 98 declaring a State of Emergency in the City of New York resulting from the outbreak of novel coronavirus disease 2019 (“COVID-19”); and

WHEREAS, Emergency Executive Order No. 98 directs “all agency heads . . . to take all appropriate and necessary steps to preserve public safety and the health of their employees, and to render all required and available assistance to protect the security, well-being and health of the residents of the City”; and

WHEREAS, the class specifications for certain interne, trainee and apprentice titles set forth in Exhibit A of this Directive establish limited durations in which appointees may serve during which time they must acquire certifications or licenses or fulfill other requirements in order to be eligible for or mature to a succeeding title; and

WHEREAS, the class specifications for certain permanent titles set forth in Exhibit B to this Directive require appointees to acquire certifications or licenses or fulfill other requirements in a defined period of time in order to continue holding the permanent title; and

WHEREAS, during the COVID-19 State of Emergency, the ability of city employees in such titles to acquire the specified certifications or licenses or fulfill other requirements has been impeded; and

WHEREAS, there is currently in the city a freeze on the hiring of new employees due to the financial strain caused by the COVID-19 emergency; and

WHEREAS, it is in the public interest that employees in time-limited titles be able to continue their employment until such time as they are able to acquire the certifications or licenses or fulfill other requirements set forth in the class specifications;

NOW, THEREFORE, I take the following actions:

Section 1. I hereby direct that incumbent appointees to titles set forth in Exhibit A and any persons appointed to such trainee, interne and apprentice titles during the existence of the COVID-19 State of Emergency shall be permitted to continue to hold the titles past the duration of the term for the title set forth in the class specifications and for one year after the termination of the COVID-19 State of Emergency in order to have the opportunity to acquire the certification or license or fulfill such other requirement necessary to be eligible for appointment or maturation to a succeeding title.

§ 2. I hereby direct that incumbent appointees to permanent titles set forth in Exhibit B and any persons appointed to such permanent titles during the existence of the COVID-19 State of Emergency shall be permitted to continue to hold the titles past the time set forth in the class specifications to acquire certifications or licenses or fulfill other requirements in order to continue holding the title, and for one year after the termination of the COVID-19 State of Emergency, in order to have the opportunity to acquire the certification or license or fulfill such other requirement necessary to be eligible to continue to hold the permanent title. Any such time extended beyond the time set forth in the class certification that an incumbent appointee shall take to acquire certifications or licenses or fulfill other requirements shall not be credited toward the fulfillment of any required probationary period.

§ 3. This Commissioner's Directive No. 2020-3 shall take effect immediately.

Dated: November 25, 2020

Lisette Camilo
Commissioner

EXHIBIT A

Trainees-Internes-Apprentices

Title Code	Title	Juris Class	Certification/ License	License Description	Maximum duration in the title
53052	Emergency Medical Specialist Trainee	1	Driver's License and NYS EMT Certificate	Upon satisfactory completion of the required 3 month training program and obtaining a New York State EMT certificate, permanent employees in this class of positions will mature without further examination to the title of Emergency Medical Specialist - EMT	15 months
80200	Housing Assistant Trainee	1	High School Diploma	High school diploma or equivalent and completion of training program will receive regular appointment to the Housing Assistant title.	2 years
92514	Bus Maintainer Trainee - Group B	1	Commercial Driver's License	Class B Commercial Driver License Valid in the State of New York with a Passenger Endorsement.	2 years
90692	Assistant City Highway Repairer	3	Class B Commercial Driver License	Class B Commercial Driver License within 90 days of date of appointment	Non-limited
30086	Agency Attorney Interne	5	Admission to the New York State Bar.	Admission to the New York State Bar.	2 years
35011	Apprentice (Painter)	5	none	Fulfillment of all minimum requirements for age and written commitment prescribed by the New York State Department of Labor for Registered Apprenticeships.	6,576 total hrs including 576 hours of classroom instruction
90748	Apprentice (Construction Laborer)	5	Commercial B Driver's License	Possession of a Motor Vehicle Driver license valid in the State of New York is required for appointment. During the first six months of the Apprentice training period, the Apprentice must secure a Class B Commercial Driver License valid in the State of New York.	3 years
91802	Transit Electrical Apprentice	5	NYS Class B Commercial Driver License	In addition, apprentices assigned to the electrical power field are required to obtain a Class B Commercial Driver License valid in the State of New York, with an endorsement for hazardous materials and no restrictions which would preclude performing the assignment.	3 years
91803	Transit Mechanical Apprentice	5	NYS Class B Commercial Driver License	In addition, apprentices assigned to the Department of Buses, are required to obtain a Class B Commercial Driver License valid in the State of New York, with an endorsement for hazardous materials and no restrictions which would preclude performing the assignment.	3 years
91804	Transit Structural Apprentice	5	NYS Motor Vehicle Driver License	To be eligible for promotion to competitive class maintainer title apprentices must possess a Motor Vehicle Driver License valid in the State of New York.	3 years

EXHIBIT B

Require License by end of Proba

Title Code	Title Name	Juris Class	License/Certificate	License Description	Time Limit
31315	Air Pollution Inspector	1	Yes	Three year probationary period. Within six months must have a driver's license. Within three years of appointment to Air Pollution Inspector Assignment Level I or to be appointed directly to Assignment Level II, candidates/incumbents must possess an acceptable Visible Emissions Certificate and an acceptable Urban Noise Course Certificate.	3 years
40202	City Assessor	1	May (see note)	Qualification Requirements B require State Board Certification and has a two year probationary period.	2 years
41111	Collecting Agent	1	Yes	NYS Class B Commercial Driver Learner's License within 60 days. Full Class B CDL by end of probation.	standard probation
51613	Consultant (Public Health Social Work)	1	Yes	Within 18 months of the date of appointment, all candidates will be required to obtain a NYS certificate as Certified Social Worker (CSW)	18 months
51810	Probation Officer	1	Yes	Employees must satisfactorily complete a course of training in the use of deadly physical force, firearms and other weapons during their probationary periods and periodically thereafter.	standard probation
51860	Supervising Probation officer	1	Yes	Employees must satisfactorily complete a course of training in the use of deadly physical force, firearms and other weapons during their probationary periods and periodically thereafter.	standard probation
52110	Psychologist	1	Yes	Assignment Level II In agencies not noted in C (1) (C1=Departments of Mental Health, Mental Retardation and Alcoholism Services, Police and Fire, and those programs functionally transferred to the Health and Hospitals Corporation from the Department of Mental Health, Mental Retardation and Alcoholism Services) above, a valid license as a Psychologist issued by the New York State Department of Education within one year of the date of assignment. At the discretion of the appointing agency, the period to obtain the license may be extended for up to six months for employees who fail to obtain the license within one year of their assignment. Assignment Level III (all departments): license as a Psychologist issued by the New York State Department of Education within one year of the assignment with a six month extension possible.	18 months
52408	Child and Family Specialist	1	Yes	New York State Registration as a Licensed Clinical Social Worker (LCSW) or Licensed Master of Social Work license (LMSW) within one year.	18 months

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52613	Social Worker	1	Yes	Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) must be obtained within one year of the date of appointment.	18 months
52631	Supervisor I (Social Work)	1	Yes	Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) must be obtained within one year of the date of appointment.	18 months
52632	Supervisor II (Social Work)	1	Yes	Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) must be obtained within one year of the date of appointment.	18 months
52633	Supervisor III (Social Work)	1	Yes	Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) must be obtained within one year of the date of appointment.	18 months
60817	School Safety Agent	1	Yes	Special Patrolman within 3 months of appointment	3 months
70150	Supervisor (Sanitation)	1	Yes	HS diploma (or equivalent) and Certificate of Fitness to handle motor fuel FDNY within one year	12 months
71682	Associate Sanitation Enforcement Agent	1	Yes	NYS Notary Public License or appointment to the Office of Commissioner of Deeds in New York City within 6 months.	6 months
81007	Transit Property Protection Agent	1	Yes	New York State Guard License. Proof of filing, must possess by end of probation.	standard probation
81111	Park Supervisor	1	Yes	Within one year of appointment, employees must possess a NYS Class B Commercial Driver's License.	12 months
81303	Climber and Pruner	1	Yes	Within one year of appointment, employees must possess a NYS Class B Commercial Driver's License.	12 months
81560	Ferry Terminal Supervisor	1	Yes	TWIC within 30 days	
90724	Maintainer's Helper - Group B	1	Yes	Class B Commercial Driver License valid in the State of New York with a passenger endorsement by the end of training	standard probation
90728	Mechanical Maintainer - Group C	1	Yes	Class B Commercial Driver License valid in the State of New York with a passenger endorsement by the end of training	standard probation
90756	Construction Laborer	1	Yes	Class B Commercial Driver License Valid in the State of New York within 6 months	6 months
90807	Maintainer (Bridges and Tunnels)	1	Yes	Must get a Class A Driver's license within 12 months	12 months
90846	Transit Electro-Mechanical Maintainer	1	Yes	Class B driver's license within six months	6 months
90910	Traffic Device Maintainer	1	Yes	Class B Commercial Driver License Valid in the State of New York by the end of the probationary period	standard probation
91203	Bus Operator	1	Yes	Class B Commercial Driver License Valid in the State of New York by the end of the probationary period	standard probation
91212	Motor Vehicle Operator	1	Yes	For certain agencies Class A, B or C Commercial Driver License Valid in the State of New York within three months	3 months
91516	Captain (Sludge Boat)	1	Yes	TWIC Transportation Workers Identification Card within 30 days	30 days
91523	Chief Marine Engineer (Diesel)	1	Yes	TWIC Transportation Workers Identification Card within 30 days	30 days

Require License by end of Proba

91529	Deckhand	1	Yes	<p>Within six (6) months of appointment, all candidates must possess:</p> <p>1. A valid U.S. Coast Guard Merchant Mariner Credential (MMC) with the following endorsements: a) Able Seaman –any category, or a superior endorsement; and b) Lifeboatman or Lifeboatman-limited.</p> <p>2. A valid U.S. Coast Guard medical certificate without restriction for applicable service;</p> <p>And Within thirty (30) days of appointment, all candidates must possess:</p> <p>3. A valid Transportation Worker Identification Credential (TWIC) issued by the U.S. Transportation Security Administration (TSA).</p>	6 months for Coast Guard Licenses, 30 Days for TWIC
91533	First Assistant Marine Engineer (Diesel)	1	Yes	TWIC Transportation Workers Identification Card within 30 days	30 days
91546	Marine Oiler	1	Yes	TWIC Transportation Workers Identification Card within 30 days	30 days
91580	Mate (DEP)	1	Yes	TWIC within 30 days	30 days
91619	Heating Plant Technician (Housing Authority)	1	Yes	Certificate of Fitness for Low Pressure Boilers (P-99), issued by the NYC Fire Department within 6 months.	6 months
91638	Senior Stationary Engineer	1	Yes	Candidates may be required, within 90 days from the day of appointment, to obtain a valid Standpipe Certificate and Automatic Sprinkler Certificate issued by the New York City Fire Department.	3 months
91644	Stationary Engineer	1	Yes	Certain positions require that candidates obtain, within 90 days of the date of appointment, a valid certificate of fitness for Standpipe, Automatic Sprinkler and/o Air Compressor issued by the New York City Fire Department.	3 months
91645	Stationary Engineer (Electric)	1	May (see note)	Candidates appointed to the wastewater treatment plants operated by the Department of Environmental Protection must obtain certification as a Grade 3A or Grade 3 Operator of Public Sewage Treatment Plants by the New York State Department of Environmental Conservation within eighteen months of appointment.	18 months
91724	Transit Electrical Helper	1	May (see note)	Candidates must possess a Class B Commercial Driver's License endorsed for hazardous materials within six months.	6 months
91725	Light Maintainer	1	Yes	For certain positions, a New York State Class A Commercial Driver License (with Towing Endorsement) or a New York State Class B Commercial Driver License (with Air Brakes) is required.	standard probation
91801	Track Equipment Maintainer	1	Yes	Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials and no restrictions which would preclude performing Track Equipment Maintainer work to complete their probationary period.	standard probation

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91930	Structure Maintainer - Group E	1	Yes	Class B Commercial Driver License Valid in the State of New York within 6 months	6 months
92030	Structure Maintainer - Group A Promotion Tree	1	Yes	Class B Commercial Driver License valid in the State of New York with no restrictions to complete the probationary period	standard probation
92210	Cement Mason	1	Yes	For appointment to all positions in the Department of Transportation a Class B Commercial Driver License with no restrictions that would preclude the performance of Cement Mason duties valid in the State of New York is required within 90 days of appointment.	3 months
92505	Auto Machinist	1	May (see note)	For certain agencies, candidates may be appointed subject to the receipt of a New York State Class B Commercial Driver License with no restrictions, within one year of appointment.	12 months
92508	Automotive Service Worker	1	Yes	For certain positions, a New York State Class A Commercial Driver License (with Towing Endorsement) or a New York State Class B Commercial Driver License (with Air Brakes) is required within 6 months.	6 months
92510	Auto Mechanic	1	Yes	Class B Commercial Driver License Valid in the State of New York within six months.	6 months
92511	Auto Mechanic (Diesel)	1	Yes	Class B Commercial Driver License Valid in the State of New York within six months.	6 months
92515	Bus Maintainer - Group A	1	Yes	Class B Commercial Driver License Valid in the State of New York with a Passenger Endorsement within 60 days.	2 months
92516	Bus Maintainer - Group B	1	Yes	Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no restrictions which preclude the performance of Bus Maintainer - Group B work upon the completion of the training course in bus operation required by the Transit Authority.	standard probation
92587	Marine Maintenance Mechanic	1	Yes	TWIC Transportation Workers Identification Card within 30 days	30 days
90692	Assistant City Highway Repairer	3	Yes	Class B Commercial Driver License w/in 90 days of date of appointment	3 months
51194	School Health Services Aide (DOE)	5	Yes	First Aid and CPR within 1 year of employment	12 months
53299	Medico-legal Investigator (OCME)	5	Yes	Registry or Board Certification by the American Board of Medicolegal Death Investigators (ABMDI) within one year of appointment of the title.	12 months
60375	Assistant Director of Education (Juvenile Justice)	5	Yes	Certification as a School Administrator and Supervisor NYS w/in 18 month of appointment	18 months
60376	Director of Education (Juvenile Justice)	5	Yes	NYS Certificate as a School Administrator and Supervisor w/in 18 months of appointment.	18 months
90748	Apprentice (Construction Laborer)	5	Yes	Class B Commercial Driver License valid in NY State w/in 6 months	6 months

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91575	Port Marine Engineer (DOT)	5	Yes	TWIC Transportation Workers Identification Card within 30 days	30 days
91577	Port Marine Engineer (DEP)	5	Yes	TWIC Transportation Workers Identification Card within 30 days	30 days
95258	Supervisor of Marine Operations	5	Yes	TWIC Transportation Workers Identification Card within 30 days	30 days
95980	Assistant Director (Ferries)	5	Yes	TWIC Transportation Workers Identification Card within 30 days	30 days
95981	Deputy Director (Ferries)(DOT)	5	Yes	TWIC Transportation Workers Identification Card within 30 days	30 days