

To: All Interested Parties

From: James Whitman  
Director, Classification and Compensation

Date: September 16, 2024

Subject: Notice of a virtual public hearing on a proposal to amend the Classification of the Classified Service of the City of New York by classifying select titles as non-competitive class under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program)

The Commissioner of the Department of Citywide Administrative Services scheduled a virtual public hearing to be held on September 18, 2024, at 10:00 AM via Microsoft Teams. The meeting details are below.

**Topic:** Public Hearing – NYS Civil Service Commission Proposal  
**Meeting link:** <https://www.microsoft.com/microsoft-teams/join-a-meeting>  
**Meeting ID:** 296 337 482 298  
**Passcode:** gXrcWs  
**Phone Number:** [1 646-893-7101](tel:16468937101)  
**Phone Conference ID:** 448 569 549#

**RESOLVED**, that the classification of the Classified Service of the City of New York is hereby amended as follows:

- I. To classify the following non-managerial titles and positions in the Non-Competitive Class, subject to Rule XII, Part II, under the heading NEW YORK CITY HOUSING AUTHORITY [996]:

<u>Title Code</u> <u>Number</u>	<u>Class of Positions</u>	<u>Salary</u> <u>Range</u>	<u>Number of</u> <u>Authorized</u> <u>Positions</u>
XXXXX	Housing Assistant (NY HELPS Program)	#	Unlimited
XXXXX	Housing Assistant (Bilingual) (NY HELPS Program)	#	Unlimited

# Salary is determined by applicable collective bargaining agreements.

These titles are classified under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program) as implemented by the New York State Department of Civil Service. Housing Assistant (NY HELPS Program) (XXXXX) and Housing Assistant (Bilingual) (NY HELPS Program) (XXXXX) are classified in the non-competitive class for a limited term of twelve months. At the end of twelve months the titles of Housing Assistant (NY HELPS Program) (XXXXX) and Housing Assistant (Bilingual) (NY HELPS Program) (XXXXX) will be deleted from the non-competitive class, upon which incumbents will be transferred to Housing Assistant (80201) and Housing Assistant (Bilingual) (80202) as competitive class employees, and shall continue to hold the position with all the rights and status of a competitive employee, once they pass a 12 month probation from the date of hiring, including disciplinary process rights, pursuant to DCAS Personnel Rule 3.4.4, Jurisdictional Reclassification.

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II. To classify the following non-managerial title and positions in the Non-Competitive Class, subject to Rule XI, Part II, under the heading ALL CITY AGENCIES [999]:

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<u>Title Code</u> <u>Number</u>	<u>Class of Positions</u>	<u>Salary</u> <u>Range</u>	<u>Number of</u> <u>Authorized</u> <u>Positions</u>
XXXXX	Energy Conservation Specialist (NY HELPS Program)	#	Unlimited

# Salary is determined by applicable collective bargaining agreements.

This title is classified under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program) as implemented by the New York State Department of Civil Service. Energy Conservation Specialist (NY HELPS Program) (XXXXX) is classified in the non-competitive class for a limited term of twelve months. At the end of twelve months the title of Energy Conservation Specialist (NY HELPS Program) (XXXXX) will be deleted from the non-competitive class, upon which incumbents will be transferred to Energy Conservation Specialist (22430) as competitive class employees, and shall continue to hold the position with all the rights and status of a competitive employee, once they pass a 12 month probation from the date of hiring, including disciplinary process rights, pursuant to DCAS Personnel Rule 3.4.4, Jurisdictional Reclassification.

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III. To classify the following managerial title and positions in the Non-Competitive Class, subject to Rule X, Part II, under the heading ALL CITY AGENCIES [999]:

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<u>Title Code</u> <u>Number</u>	<u>Class of Positions</u>	<u>Salary</u> <u>Range</u>	<u>Number of</u> <u>Authorized</u> <u>Positions</u>
XXXXX	Administrative Energy Conservation Specialist (NY HELPS Program)	#	Unlimited

# This is a Management Class of position paid in accordance with the Pay Plan for Management Employees. Salaries for these positions are set at a rate in accordance with duties and responsibilities (PPME).

This title is classified under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program) as implemented by the New York State Department of Civil Service. Administrative Energy Conservation Specialist (NY HELPS Program) (XXXXX) is classified in the non-competitive class for a limited term of twelve months. At the end of twelve months the title of Administrative Energy Conservation Specialist (NY HELPS Program) (XXXXX) will be deleted from the non-competitive class, upon which incumbents will be transferred to Administrative Energy Conservation Specialist (10043) as competitive class employees, and shall continue to hold the position with all the rights and status of a competitive employee, once they pass a 12 month probation from the date of hiring, including disciplinary process rights, pursuant to DCAS Personnel Rule 3.4.4, Jurisdictional Reclassification.

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Copies of the proposal memorandum, the proposed classification resolution, and the proposed 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 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 [jwhitman@dcas.nyc.gov](mailto:jwhitman@dcas.nyc.gov) via email and by mail to the Department of Citywide Administrative Services, Classification and Compensation, 1 Centre Street - Room 1401 North, New York, NY 10007 and must be postmarked no later than September 23, 2024.



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).