

To: All Interested Parties

From: James Whitman  
Director, Classification and Compensation

Date: August 5, 2022

Subject: Notice of a virtual public hearing to make the Clerical Associate (10251), Open Competitive, Exam No. 1190 eligible list appropriate for filling positions in the title of Office Machine Aide (11702).

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The Commissioner of the Department of Citywide Administrative Services has scheduled a virtual public hearing to be held on August 10, 2022, at 10:00 AM on Microsoft Teams. The meeting details are below.

**Topic:** Public Hearing - List Appropriation, Clerical Associate Exam No. 1190 to Secretary and Office Machine Aide

**Meeting Link:** [Click here to join the meeting](#)

**Phone number** 646-893-7101 (US/Canada),

**Phone Conference ID:** 192 542 933#

**Event password:** H2rEzW

DCAS proposes to make the Clerical Associate (10251), Open Competitive, Exam No. 1190 eligible list appropriate for filling positions in the title of Office Machine Aide (11702) as follows:

The subject eligible list is made appropriate for filling positions in the title of Office Machine Aide (11702). This action is not a precedent for any future list for Clerical Associate (10251), unless specifically authorized by the Commissioner.

Candidates accepting appointment as Office Machine Aide (11702) from the subject list will remain on the open competitive list for Clerical Associate (10251), Exam no. 1190.

Copies of the proposal memorandum 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) and 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 August 15, 2022.

**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).**