



DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
DIVISION OF CITYWIDE PERSONNEL SERVICES

One Centre Street, 21st Floor
New York, NY 10007
(212) 669-2244 • Fax: (212) 669-3101
Email: jhein@dcas.nyc.gov

Martha K. Hirst
Commissioner

James G. Hein
Deputy Commissioner

*Citywide Personnel
Services*

January 15, 2010

*Facilities
Management &
Construction*

Richard Ciprioni
Director of Commission Operations & Municipal Assistance
New York State Department of Civil Service
Alfred E. Smith State Office Building
Albany, New York 12239

Dear Mr. Ciprioni:

*Municipal Supply
Services*

I am pleased to forward to you the DCAS Progress Report. This submission reports on data from the period beginning June 1, 2009 and ending November 30, 2009.

Real Estate Services

As of November 30, 2009, there were 32,657 provisional employees serving, a decrease of 5,140 from the May 31, 2008 baseline number of 37,797. The number of provisionals serving in the face of viable eligible lists, a specific area of focus in our provisional reduction effort, decreased significantly from 12,645 as of May 31, 2008 to 5,242 as of November 30, 2009, a reduction of 59%¹. This number includes 2,534 provisionals serving in titles for which lists were established within four months of November 30, 2009.

*Citywide Equal
Employment
Opportunity*

As explained in earlier correspondence, all efforts towards reducing the number of provisionals must take into account the need for City agencies to continue to provide vital and important services that are operationally critical. In certain cases, agencies have experienced unavoidable delays in addressing their provisionals and, in other cases, there are reasonable explanations for the existence of provisionals in the face of a list as noted on the report. Some outstanding issues include:

*Citywide
Occupational Safety
& Health*

EMS-EMT and EMS-Paramedics in the Fire Department (FDNY):

*Transportation
Services*

Currently there are five viable lists for EMS-EMT established between 2005 and 2008 and five viable lists for EMS-Paramedic established in 2009. At the time the lists were established, there were 2,267 total eligibles on the lists for EMS-EMT and 134 total eligibles on the lists for EMS-Paramedic. Currently, there are 34 total eligibles remaining on the lists for EMS-EMT and 110 total eligibles remaining on the lists for EMS-Paramedic (two new lists were established for the latter title in November 2009). We recognize the need for continued improvement in timely provisional reduction in these two titles. However, as previously discussed, the key

The City Record

CityStore

¹ As new eligible lists are established throughout the year and existing eligible lists expire or become non-viable, employees serving in the face of an eligible list at two different points in time are not necessarily the same group of people.

challenge with EMS-EMT and EMS-Paramedic is that it is difficult and potentially dangerous with respect to public safety for the FDNY to replace all of its provisional employees in these titles within a short period of time, rather than in a phased program tied to the FDNY's academy class schedule.

Traffic Enforcement Agent in the Police Department (NYPD)

As of November 30, 2009, there were 309 provisional Traffic Enforcement Agents remaining, compared to 576 on May 31, 2009. Lists were established in November 2009 with a total of 977 eligibles. In order to minimize disruption to the NYPD, we are waiting for training classes to be given this month and April 2010. We expect all provisional Traffic Enforcement Agents to be resolved by April 2010.

Computer Service Technician

As of November 30, 2009, there were 156 provisional Computer Service Technicians compared to 265 as of May 31, 2009. However, 125 of those 156 provisional appointments (or more than 80%) are at the Department of Education. The school-based nature of appointments to this title at the Department of Education has raised novel operational and labor issues which are being resolved.

Administrative Manager

Although the promotion to Administrative Manager lists were established on July 29, 2009, certifications of the eligible lists were delayed until November 16, 2009 due to a labor relations issue that has since been resolved. Agencies are actively working on utilizing their certifications and we expect to resolve provisionals serving in this title in the coming months.

Transit Authority (TA) Titles

We have continued to notify the TA of its obligation regarding its provisionals serving in the face of viable eligible lists. However, the speed with which these provisionals are being resolved and the magnitude of the number of provisionals reduced remains a serious concern. We have, similarly, reminded the TA of its obligation to reduce provisionals, but the TA has cited a hiring freeze as the obstacle to reaching its eligibles. Attached is an updated list of titles with provisionals serving in the face of a list at the TA.

With regard to the divestiture issue, as you are no doubt aware, the senior-level management teams at both the Metropolitan Transportation Authority and TA have undergone major personnel changes throughout the course of this last reporting period, which have made significant advances in our legislative efforts difficult during this period. Nevertheless, DCAS has continued to hold regular discussions and meetings with the operational and legal offices of the TA and Triborough Bridge and Tunnel Authority, and, together, we are resolving remaining issues relating to an interim delegation of examination and list administration duties and responsibilities.

In your letter of October 19, 2009, you requested information on the 4,335 provisionals serving in the face of a civil service list based on the last interim report. Out of the 4,335 provisionals serving in 41 titles, 12 titles no longer have provisionals serving and 10 titles no longer have a viable list. Out of the remaining 2,400 provisionals in 19 titles:

- 1,565 provisionals are in eight titles with eligible lists that move from being viable to nonviable regularly due to restorations;
- 483 provisionals are in seven titles with lists certified to the Transit Authority;
- 309 Traffic Enforcement Agents, as previously mentioned above, are awaiting the new academy class this month and in April 2010;
- 36 Caseworkers are being resolved; and
- 7 Eligibility Specialists are expected to be resolved this month.

The specific titles and status of each title are included with this report submission.

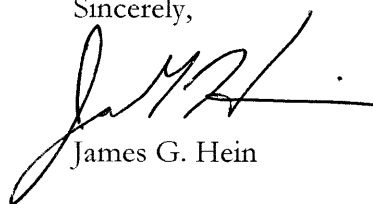
All of the exams scheduled for this June 1, 2009 to November 30, 2009 time period in the Five Year Plan have either opened for filing or have been administered. Some have already resulted in lists that have been made public during this time. The lists for the Clerical Aide exam and for the previously administered Clerical Associate and Secretary exams were made public on October 14, 2009. The promotion lists for Clerical Associate and Secretary have been established, and the open competitive lists for both titles are expected to be established shortly. The resulting lists will have significant impact on the number of provisionals in the clerical titles. Principal Administrative Associate, administered in June 2009, is also expected to have significant impact, upon its establishment.

We have completed reclassification actions reducing the number of temporary titles and the number of competitive class titles requiring examinations. We have also completed title consolidations of several competitive class title series, further reducing the number of examinations needed and also decreasing the number of "step-up" provisionals who have permanent status in lower level titles that are consolidated. Finally, we have deleted vacant competitive titles.

We also have, thus far, submitted a total of 34 titles to the SCSC. In June 2009 we submitted to the SCSC a proposal to classify 12 computer titles into the non-competitive class. In July 2009 we submitted to the SCSC a proposal to classify four titles in the non-competitive class and in August 2009 we submitted to the SCSC a proposal to classify all existing temporary titles authorized only for the Police Department. In addition, following a request for more information on the three titles of Confidential Strategy Planner, Strategic Initiatives Specialist, and Executive Program Specialist, we sent a revised resolution for the aforementioned titles on September 30, 2009, followed by an official signed revision on October 30, 2009. We have not yet received further feedback on any of the four pending classification proposals since August. These are critical to the success of our plan. We strongly encourage the SCSC to take action on our proposals so that we may proceed towards our goal of reducing the number of provisional employees in City government while enabling agencies to continue to perform the critical operations of their mission and maintain the level of responsiveness to the public.

As always, we look forward to continuing to work with you throughout the course of our Five Year Plan. If you have any questions, please call me at 212-669-2244.

Sincerely,



James G. Hein

C: Nancy G. Groenwegen, President, New York State Civil Service Commission

Edward Skyler, Deputy Mayor for Operations

Martha K. Hirst, Commissioner, Department of Citywide Administrative Services

Michael A. Cardozo, Corporation Counsel

James F. Hanley, Commissioner of Labor Relations