


M E M O R A N D U M

TO: Honorable Adrienne E. Adams
Speaker of the Council

FROM: Dawn M. Pinnock 
Commissioner

DATE: June 28, 2024

SUBJECT: Report on Provisionals

The City Charter requires the DCAS Commissioner to report quarterly to the Mayor, the City Council, the City Civil Service Commission, and the Equal Employment Practices Commission on the number of provisionally appointed City employees (known as “provisionals”), the length of their provisional service, and the steps taken by the City to reduce their numbers and the length of their service. Attached is the quarterly report on provisional employees due on June 30, 2024 for the period ending May 31, 2024.

Since the last quarterly report, the total count of provisionals decreased by 858 from 11,357 to 10,499. The number of provisionals without a permanent title (7,922) decreased by 533, while the number of provisionals with a permanent title (2,577) decreased by 325, resulting in a net decrease of 858. Provisionals without a permanent title (“pure” provisionals) represent 75% of the total and provisionals with a permanent title (“step-up” provisionals) represent 25% of the total.

Decreases in the number of provisional employees occurred primarily in the titles of Job Opportunity Specialist, Occupational Therapist (DOE), and Painter. Decreases in these and a variety of other titles occurred as a result of the use of civil service lists to replace provisionals or to convert provisionals on the lists to permanent status.

The City continues to take various actions intended to decrease the number of provisional appointees while minimizing the operational impact of their replacement by permanent employees. During this period, 45 exams were conducted, including exams for the titles of Associate Housing Development Specialist, Assistant Plan Examiner (Buildings), and Crime Analyst. Also, during this period a total of 45 exams were open for filing.

Additionally, 50 civil service lists were established, and 672 certifications were issued for 201 titles with provisionals serving.

Thank you.